

## Staff Accountant

Windsor and Toronto, Ontario

Capital Assist is a multi-disciplinary group of companies which leverages the unique skills and experience of its team to deliver comprehensive, sound advice to its clients with offices in Windsor and Toronto, Ontario. It comprises of Capital Assist Professional Corporation, an accounting, assurance and taxation advisory practice and Capital Assist (Valuation) Inc., focused on business valuation, litigation support and transaction advisory services. The group is designed to help meet all of the financial goals and objectives of its diverse client base and is seeking a motivated individual who possesses strong financial and analytical skills that will excel in a dynamic, team-based environment.

To learn more about our company, please visit our website, [www.capitalassist.ca](http://www.capitalassist.ca).

### Position: Staff Accountant

Reporting to senior management, the Staff Accountant is responsible for all of the day-to-day accounting entries required to prepare accounting reporting packages, monthly and quarterly reports and other client deliverables.

### Key Responsibilities:

- Assist clients with accounting services including recording of transactions, account reconciliations, month end procedures, preparation of the year end records and internal financial reporting
- Assist with the analysis of internal financial controls, document processes and procedures
- Develop financial analysis and models in Excel, including detailed analysis of historical and projected financial results, cash flow forecasts and budgets
- Preparation of corporate, personal and Trust tax returns; assist to compile slips and forms for clients
- Preparation of information requests, documentation of key issues, preparing schedules related to specialized accounting services such as due diligence, forensic accounting and business valuation
- Conducting market and industry research, benchmarking analysis and compilation of comparable company data and transactions
- Provide support to clients in the preparation of reports for business valuation, litigation support assignments, forensic accounting investigations and various strategic and financial analysis mandates

### Job Qualifications:

- Post-secondary degree in Accounting, Finance or other business with relevant work experience preferred
- Professional accounting designation (CPA) or the pursuit of, is preferred
- Outstanding organization, prioritization, and attention to detail in a deadline driven environment
- Strong technical skills, including Microsoft Excel, Word, and PowerPoint skills

- Proficiency with Caseware, TaxPrep, Sage and Quickbooks would be considered an asset
- Proactive, client service approach with strong verbal and written communication skills and ability to collaborate with internal and external parties to meet tight deadlines and resolve issues
- Strong skills in financial modeling and research
- Ability to work well both autonomously and in a team environment
- Ability to work on multiple engagements simultaneously
- Positive attitude and a strong work ethic

**How to Apply:**

If you are interested in the position and meet the requirements, please forward your resume, transcripts and cover letter through our website at [www.capitalassist.ca/careers/](http://www.capitalassist.ca/careers/) and complete the form.

Resumes will be held in the strictest of confidence. While all resumes will be reviewed, only those candidates selected for interviews will be contacted.