



TAX PREPARER

MRSB Chartered Professional Accountants is a leading professional services firm providing accounting, auditing, taxation, management consulting, valuation and mergers and acquisition services to a diverse client base in many business sectors.

We are currently seeking experienced **Tax Preparers** for both our Charlottetown and Summerside office locations for the upcoming tax season. These are term positions, mid-February to the end of April. The successful candidates will be responsible for compiling and preparing income tax returns at varying complexities on behalf of our clients.

Responsibilities include but are not limited to:

- Providing outstanding client service while preparing income tax returns for individuals and small businesses.
- Reviewing financial records, such as prior tax return forms, income statements, and documentation of expenditures to determine the electronic forms required to calculate taxes owed, using all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum.
- Corresponding with clients to request additional information, answer questions, explain regulations, policies, and processes.

Skills and Qualifications include but are not limited to:

- 3 – 5 years of tax specific industry experience.
- A strong knowledge of Provincial and Federal income tax laws/requirements.
- Excellent organizational and verbal/written communication skills.
- Critical thinking skills using logic and reasoning.
- A strong attention to detail.
- Ability to work well independently, within a team, and in a fast paced, deadline driven environment.
- Excellent research skills.
- Strong computer skills using accounting and tax specific programs/software, i.e. Tax Prep.

If you are interest, please mail or e-mail your resume to:

MRSB
139 Queen Street, PO Box 2679
Charlottetown, PE C1A 8C3
Kathryn Mills, HRM
kathryn.mills@mrsbgroup.com

Deadline for application: Friday, February 24, 2017.

*We thank all candidates for their interest; however,
only those selected for interview will be contacted.*