



**Durward Jones Barkwell** is one of the largest public accounting firms in the Niagara/Hamilton/Halton region with offices spanning from Burlington to Welland. The firm was founded in 1940 and features a dynamic group of professionals.

"Big enough to know, small enough to care." At DJB, these are the words we live by. We value our clients and taking care of their unique needs is what drives our business. As part of our team, you will realize that to us nothing is trivial. We have the experience to handle any situation from complex mergers and acquisitions to assisting new entrepreneurs through the many facets of starting a small business. We do all this while remaining personally involved with our clients and the communities where we work and live.

As one of **Hamilton-Niagara's Top Employers**, we lead in offering our employees an exceptional place to work. We offer all of our employees:

- Competitive compensation and benefits package
- Flexible work/life balance and summer hours
- Professional development, learning, and growth support
- A variety of community involvement opportunities

**Our Burlington office has an immediate opening for a full-time Accounting Technician in the Business Support Services department:**

**Reporting to Partners and Managers, you will be responsible for:**

- Provide full cycle bookkeeping and payroll processing to a portfolio of various clients
- Provide support and consulting to various clients on general bookkeeping and payroll requirements
- Providing assistance and troubleshooting through accounting software issues with various clients
- Calculating and preparing GST/HST, payroll and other government remittances
- Completing WSIB and EHT filings
- Preparing T4's, T4A's, and T5018's
- Consulting and implementation of accounting software for new and existing clients
- Assisting clients with CRA Commodity Tax and Payroll audits
- Review of monthly accounting files, payroll, and government remittances prepared by junior staff
- Assist junior staff with monthly accounting, payroll, commodity tax, and accounting software items as required.
- Training of new staff as required

**The successful candidate will have:**

- Post-secondary education, with a focus in accounting required
- Minimum five (5) years' experience with full cycle bookkeeping inclusive multi-currency and payroll required
- Ability to effectively communicate with both new and existing clients by phone or in person
- Knowledge of Intuit QuickBooks software's (Online and Desktop) is required, ProAdvisor Certification preferred
- Certified Professional Bookkeeper (CPB) Designation preferred
- Minimum five (5) years' experience in a public accounting firm preferred
- Knowledge of Sage and Xero products preferred
- Working knowledge of all Microsoft Applications inclusive Teams, Outlook, Word, Excel

If you are a confident, dedicated, and hardworking professional who is motivated to achieve high standards of quality service, value to clients, and grow with us, we would love to hear from you!

We appreciate all who express interest; however, only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, DJB will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform Human Resources of the nature of any accommodation(s) that you may require.