



# The Taligent Group

your accounting source

## Staff Accountants

We are currently seeking Staff Accountants with strong interpersonal, time management and communication skills.

As a Staff Accountant in our dynamic environment you will be an integral part of our client specific team approach. You will travel to different clients within the GTA where you will be responsible for:

Duties include (but are not limited to):

- Processing day-to-day transactions including accounts receivable and accounts payable transactions, payroll and benefits, inventory, and banking transactions.
- Preparing government remittances including ETD, EHT, WSIB, GST, PST, QST, etc..
- Preparing T4's (including taxable benefits) and T5's.
- Analyzing accounts up to trial balance, and preparing reconciliations.
- Assisting in the preparation of year-end working papers and financial statements.
- Establishing and implementing basic accounting procedures and maintaining organized filing systems.
- Interacting with clients to ensure all necessary tasks are completed as per our contract with the client.

Skills Required:

- Minimum of 3 to 4 years accounting experience.
- Advanced computer skills including strong experience in using QuickBooks, Simply Accounting, AccPac, Business Vision, Excel, etc..

If you are looking for a rewarding and challenging opportunity, and you have the attitude, skills and knowledge to handle multiple clients in an effective and efficient manner, then now is the time to apply in confidence to [resume@taligentgroup.com](mailto:resume@taligentgroup.com).