The Taligent Group
your accounting source

Staff Accountant

Are you interested in becoming part of the Taligent solution? As a Staff Accountant in our dynamic environment, you will be an integral part of our client specific team approach by providing full cycle bookkeeping services to multiple clients.

We offer:

- Opportunity to work from home or hybrid (at home and in the office).
- Direct client exposure results in a broad level of experience.
- Career advancement opportunities and increased hiring from within.
- Education reimbursement: up to $2,000 per year for courses required for CPA designation, or National Payroll Institute payroll certification.
- Annual training credit: $500 to use towards professional development
- Compensation is competitive in the market.

Primary Duties:

- 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, HST, etc.
- Preparing T4's (including taxable benefits) and T5's.
- Analyzing accounts up to trial balance and preparing reconciliations.
- Assisting in the preparation of month-end and 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 and Attitude Required:

- Minimum of 3 to 4 years' accounting experience.
- Advanced computer skills including strong experience in using QuickBooks Desktop and QuickBooks Online, Sage 50, Sage 300, Excel, payroll systems, etc.
- Professional and proactive in both oral and written communication.
- Proactive problem-solving/judgement skills.

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 inquiry@taligentgroup.com.