

Job Posting:

Processing and Tax Associate (Full-Time)

Would you be up for a Where's Waldo challenge? Do you have an "always be learning" attitude? Can you play nice with both humans and technology? Is processing data your jam? Are you a time management wizard?

Puzzle Master



Turning into the Hulk



Basic Accounting Knowledge



We Have:

- Positive work environment
- An open mind for new ideas and methodologies
- Lots of learning and autonomy
- Great on the job professional development

You Have:

- Have or in the process of earning a degree or diploma in business, finance or accounting
- Experience processing client data from provided documents (ie. receipts, forms)
- Huge love of technology with an "I fear no app or software" attitude
- Ability to see the big picture and figure out steps to get there
- A precise attention to detail
- The motivation to learn and constantly improve processes and tools
- Ability to analyse and present numerical data in tables, spreadsheets, and forms

You might also have:

- An interest in helping businesses build and grow
- The ability to work virtually
- Possible knowledge of: CRM tools, Xero/QBO, ReceiptBank, etc. (Excel is a must)

To land this full-time gig, you need to have at least 6 months experience in finance/accounting related knowledge, data processing and be very comfortable with technology. Your tech knowledge doesn't have to be via traditional learning avenues - internships, volunteer work, side projects, and self taught skills count. Just make sure we can see where you picked up your skills somewhere in your application. Our head office is located in Windsor, ON, but this position can be a virtual/remote position (from home) for the right candidate. Please send your cover letter and resume to: hr@hawkins-accounting.ca.

About Us:

From the start-up to nonprofits to individuals, Hawkins & Co. is the approachable accounting firm that helps you sleep at night. Our team helps you understand your numbers so you can make better financial decisions. It's about you and your numbers, numbers that you should feel comfortable with. We take the anxiety out of handling your numbers.

We are a made in Canada firm based in Windsor-Essex, ON and Vancouver, BC. We are a team of business advisors and accountants that actively participate within our communities and work with clients across the country. We understand you because we are one of you. We are husbands, wives, parents, volunteers and local business owners. We just happen to also know the numbers/tax side of a business – very well.

Hawkins and Co. Accounting is an equal opportunity employer and prohibits discrimination and harassment of any kind.

Hawkins and Co. Accounting welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.



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