



JOB DESCRIPTION – ASSOCIATE, TAX SERVICES

Reports to: Manager, Principal and/or Partner

About Invictus Accounting Group LLP

We are not your typical CPA firm.

Located in the heart of downtown Vancouver, our 90 plus team members provide consulting, accounting and tax advisory for publicly listed and privately held companies. We are creative problem solvers, strategic thinkers, and love what we do. Our team members provide industry-like services (such as Controller, Director of Finance, Director of Internal Audit, CFO) while benefitting from client variety, camaraderie, and professional atmosphere of public practice. We focus on providing top-tier advisory services, and we have built strong relationships with our clients and both national and mid-tier audit firms.

Committed to balance, Invictus' work environment ensures flexibility and family are as important as professionalism and premier service. To accomplish this, we developed a proprietary "Great Eight" methodology and training system which teaches our team members to consistently have highly effective and balanced eight-hour workdays (and it works!). Our diverse and challenging work, as well as fun, team-oriented atmosphere are just a couple of the reasons we have very low employee turnover, and a rapidly growing team.

Job Overview

As part of Invictus' Tax team, this is an exciting opportunity to be involved in project-based and recurring tax compliance and advisory projects for a diverse client base. The Associate, Tax Services (the "**Associate**") is part of a tax team that helps create value through delivering on-time and accurate tax compliance and reporting, and pro-active tax consulting and advisory services to our clients. The Associate will be responsible for preparing a variety of Canadian income tax, GST and information returns and assisting on an ad hoc basis with tax research projects. The associate will also assist the accounting and financial reporting with the preparation of financial statements for a variety of private and public companies.

Key Accountabilities and Responsibilities

Project Responsibility: As a member of the Tax team, contributes to tax compliance engagements, execution of tax planning projects, and participates in communications with client CEOs, CFOs, controllers, and auditors. Exercises strong project management skills to ensure all projects are completed on target.

Service Orientation: Establishes professional relationships with client personnel, building trust in our advisory capacity with them. Maintains a strong service orientation, ensuring open and effective communication with clients. As part of client engagements, provides value-added, practical and pragmatic recommendations and improvement strategies.

Quality Assurance: Ensures maintenance of high standards and quality of tax compliance and advisory projects through the preparation of deliverables (working papers through to tax returns, correspondence with CRA, memorandums, etc.).

Team Development: Contributes to the team-based office culture, promoting open and transparent communication with all team members.

Education and Professional Skillset Requirements

Education: A Bachelor's degree in Business Administration or Accounting (or equivalent), with an intention to pursue the CPA designation.

Language: Ability to communicate clearly and effectively, both orally and in writing, in English. Fluency in Spanish or French is considered an asset.

Technical Expertise: General knowledge of basic accounting and financial principles. Proficiency in Microsoft Excel and Word, and general knowledge of common accounting software (QuickBooks and/or SAGE).

Project Management: Ability to manage multiple tasks and meet project deadlines.

Style: Collaborative, team-oriented, high-energy, self-motivated, smart, performance driven, multi-tasker, confident. A strong commitment to professional and client service excellence. Contributes to a fun, social and successful work environment.

Compensation

Invictus offers industry-competitive salaries, annual bonus opportunities, paid vacation and sick time, health and life insurance benefits, and professional development opportunities. Invictus is dedicated to helping all employees achieve work-life balance, valuing family and flexibility equally with professionalism and premier service.

To Apply

To apply, please submit your resume to: jobs@invictusaccounting.com.