

JAMES STAFFORD

James Stafford, Inc.
Chartered Accountants
Suite 350 – 1111 Melville Street
Vancouver, British Columbia
Canada V6E 3V6
Telephone +1 604 669 0711
Facsimile +1 604 669 0754
www.jamesstafford.ca

CASB Articling Student

Available Start Date: September 2012

About James Stafford Chartered Accountants

James Stafford, Chartered Accountants is a professional service firm that contributes to the success and confidence of its clients by providing industry focused assurance, advisory and tax services through all stages of their growth. The Firm is registered with the Canadian Public Accountability Board ("CPAB") and the Public Company Accounting Oversight Board ("CPAOB") and completes audits of publicly listed entities in Canada and the United States of America.

Our progressive working environment provides individuals with the opportunity to move to a higher level. You will obtain the necessary experience to assist you with your studies and to enhance your future career. We are looking for people interested in exploring a career in public practice with the potential to become a Chartered Accountant or a Certified General Accountant.

Role Description

Under the direction of the partners, the Articling Student is responsible for the completion of compilation engagements and contributing to the delivery of assurance and tax services to private enterprises and publicly listed entities.

Specific Job Responsibilities

- Participate in the Firm's orientation and technical training programs
- Learn and adhere to the Firm's technical and organizational service delivery policies and procedures
- Complete compilation engagements for owner managed enterprises including preparation of financial statements and tax returns
- Complete audit and review engagements for public and private companies
- Complete Canadian and US personal income tax returns and files
- Contribute to the ongoing delivery of client services and maintenance of client relations through client contact and issue resolution
- Assist in the development and implementation of client tax planning
- Liaise with Canada Revenue Agency
- Support miscellaneous project work as required

Key Competencies Required:

- Accountability and ownership for own work
- Exceptional organizational, time-management, and coordination skills
- Above average written and verbal communication skills
- Ability to work well in deadline driven environments
- Technical competence and ability to analyze situations and provide solutions
- Excellent attitude, ethics and high interest in accounting practices

Technical Expertise:

- Completion of a University Degree or Diploma in Accounting, including prerequisites for CASB (www.casb.com)
- Quickbooks, Caseware, Taxprep experience an advantage

Applications:

All applicants should include a cover letter, CACEE Form (www.cacee.com) and the most recent transcript.

Applications should be sent to the attention of the following:

Ms. Neetu Raisinghani, CA
James Stafford, Chartered Accountants
Email: info@jamesstafford.ca
Fax: 604 669 0754

Only candidates selected for an interview will be contacted. We thank you for your interest in James Stafford, Chartered Accountants.