

Junior Technician, Tax

Job ID

App. Deadline

2021-15094

11/2/2021

Direct Link: <https://bdocampusen-bdo.icims.com/jobs/15094/junior-technician%2c-tax/job?mode=view>

Putting people first, every day

BDO is a firm built on a foundation of positive relationships with our people and our clients. Each day, we rely on our professionals to provide exceptional service, and help our clients by providing advice and insight they can trust. In turn, we offer an environment that fosters a people-first culture with a high priority on your personal and professional growth.

Your opportunity

Our Summerside office is looking for a Junior Technician to join the Tax team and own the following responsibilities:

- Assist Staff Accountants and Tax Managers within the Tax Group
- Conduct and document related tax research
- Communicate with the CRA to obtain information, complete follow-ups, validate information or answer their requests for information
- Answer client requests and provide support to complete various forms or meet formalities, as requested by the CRA
- Prepare personal and corporate tax returns
- Prepare trust and estate tax returns
- Effective communicating internally on various tax matters
- Work cooperatively and effectively with other staff members

How do we define success for your role?

- You demonstrate BDO's core values through all aspect of your work: Integrity, Respect & Collaboration
- You understand your client's industry, challenges, and opportunities; client describe you as positive, professional, and delivering high quality work
- You identify, recommend, & are focused on effective service delivery to your clients
- You share in an inclusive & engaging work environment that develops, retains & attracts talent
- You actively participate in the adoption of digital tools and strategies to drive an innovative workplace
- You grow your expertise through learning & professional development.

Your experience and education

- You are currently working towards a degree/diploma, focused in accounting
- You have a desire to provide outstanding client service and a commitment to teamwork
- You have proven leadership skill and can take initiative to seek understanding
- You display strong problem solving, analytical, and communication skills.

Why BDO?

Our firm is committed to providing an environment where you can be successful in the following ways:

- We enable you to engage with the firm's strategic plan, and be a key contributor to the success and growth of the firm.
- We help you be the best professional you can be in our services, industries and markets.
- Achieve your personal goals outside of the office and make an impact on your community.

Giving back, it adds up: Where company meets community. BDO is actively involved in our communities by supporting local charity initiatives. We support staff with local and national events where you will be given the opportunity to contribute to your community.

Experience that matters: As a student at BDO, you will be able to develop your professional skills while making an impact. Our firm allows you to connect directly with clients, work on a diverse range of files and projects, and has opportunities for future growth after you graduate.

Everyone counts: We believe every employee should have the opportunity to participate and succeed. Through leadership by our Chief Inclusion and Diversity Officer, we are committed to a workplace culture of respect, inclusion, and diversity. We recognize and celebrate the valuable differences among each of us, including race, religious beliefs, physical or mental disabilities, age, place of origin, marital status, family status, gender or gender identity and sexual orientation. If you require accommodation to complete the application process, please contact us.

As a hybrid workplace, all BDO personnel are expected to spend some of their time working in the office, at the client and remotely unless accommodations or alternative work arrangements are in place. To protect the health and safety of our people, clients and communities, we require all partners and employees to be COVID-19 fully vaccinated in order to enter a BDO office. Individuals that cannot be fully vaccinated with a Health Canada approved vaccine due to medical reasons or another protected ground under Human Rights legislation may request an accommodation.

Ready to make your mark at BDO? We require all students to apply directly online to our BDO Career website <https://www.bdo.ca/en-ca/careers/students>. Click “Apply now” to send your up-to-date application to one of our Campus Recruitment Specialists. Please upload your cover letter, resume, and transcripts in ONE PDF document into the 'Resume' application field.

To explore other opportunities at BDO, check out our [careers page](#).

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Thank you to all applicants that apply. We will contact you if you are selected for a personal interview. No phone calls and/or agencies please. If you are applying for this role, you should have current legal working rights in Canada. As part of our interview process, you may be subject to background inquiries.