

Administrative Assistant Job Posting

Our Firm

Keough, O'Brien, Shea Chartered Professional Accountants is a full-service accounting firm located in Stratford, Prince Edward Island. We provide practical, reliable accounting and advisory services to a diverse range of clients, including startups, owner-managed businesses, and established organizations.

As a growing firm, we offer a collaborative and supportive work environment where team members work closely with managers and partners, contribute ideas, and have opportunities to grow professionally.

Position Overview

We are seeking an organized and personable Administrative Assistant to join our team in a one-year maternity leave position, with the potential to transition into a long-term, permanent role. In this role you will provide administrative and client service support to the firm's partners, managers, and accounting staff while helping to keep day-to-day office operations organized and efficient. This role is well-suited to someone who is dependable, proactive, detail-oriented, and comfortable managing multiple priorities in a busy professional environment. The successful candidate will be friendly, helpful and take pride in providing a professional and welcoming experience for both clients and colleagues.

Responsibilities

- Provide administrative support to partners and accounting staff.
- Answer phones, monitor emails, greet clients, and manage incoming and outgoing correspondence.
- Manage calendars, schedule meetings, and assist with meeting coordination.
- Prepare, proofread, scan, file, and organize client and firm documents.
- Assist with accounts receivable reminders, invoicing, and payment follow-up.
- Perform the firm's bank and credit card reconciliations in QuickBooks Online (QBO).
- Maintain office supplies and inventory and coordinate routine office needs.
- Assist with new employee onboarding, client records, and CRA assistance.
- Work collaboratively with other administrative staff and maintain confidentiality of client and firm information.

Qualifications

- Previous administrative or office experience, preferably in a professional services environment.

- Diploma or degree in Business Administration, Office Administration, or a related field would be considered an asset.
- Excellent verbal and written communication skills.
- Strong organization, time management and planning abilities.
- High level of attention to detail and accuracy.
- Strong interpersonal and client service skills.
- Ability to prioritize tasks and manage multiple responsibilities and deadlines.
- Ability to work both independently and collaboratively as part of a team.
- Strong computer skills, including proficiency with Microsoft Office applications, particularly Outlook, Word, and Excel.
- Professional judgment and discretion when handling confidential information.

Why Join KOS CPA?

- A welcoming and supportive workplace environment.
- Health and dental benefits.
- A flexible, collaborative, and inclusive workplace.
- A team-oriented culture that values communication, respect, and work-life balance.
- Opportunities to learn, develop new skills, and grow within the firm.

How to Apply

Please send your resume and a brief cover letter outlining your experience and interest in the position to accounting@koscpa.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.