

Manager, Accounting Advisory Services

Windsor, Ontario

Capital Assist is a multi-disciplinary group of companies which leverages the unique skills and experience of its team to deliver comprehensive, sound advice to its clients, located in Windsor, Ontario. It comprises of Capital Assist Professional Corporation, an accounting, assurance and taxation advisory practice and Capital Assist (Valuation) Inc., focused on business valuation, litigation support and transaction advisory services to help meet all of the financial goals and objectives of its diverse client base.

Position: Manager, Accounting Advisory Services

We are seeking a motivated individual to join our growing team in the role of Manager, Accounting Advisory Services. The Manager will be reporting directly to the Partners and will be responsible to manage and lead the accounting and assurance team, as well as support the business and transaction advisory practice.

Key Responsibilities:

- Prepare and review compilation, review and audit engagements and related tax filings to ensure compliance with Firm and professional standards and reporting requirements
- Manage timelines and budgets on engagements assigned
- Communicate directly with clients including correspondence, meetings and discussions and follow-up, as well as Partners and other professional staff throughout the assurance and non-assurance engagements
- Generate new business opportunities by promoting the firm's expertise and services, as well as developing ideas and solutions
- Development, mentorship and training of professional staff
- Assist accounting clients with internal review of the key accounting cycles, internal controls and recording of transactions, account reconciliations, month end procedures, preparation of the year end records and internal financial reporting
- Assist in business valuation, litigation support assignments, and forensic accounting investigations engagements, as needed

Job Qualifications:

- A CPA professional designation required with minimum 5 years of experience in a public accounting firm and 2 years of managerial experience in a reputed public accounting firm
- Bachelor's degree in Accounting or Business with relevant work experience preferred
- Strong technical skills, including in-depth knowledge of ASPE and IFRS standards, Microsoft Excel, Word, and PowerPoint skills
- Technical knowledge of IFRS would be an asset

- Proficiency with Caseware, TaxPrep, Sage and Quickbooks would be considered an asset
- Outstanding organization, prioritization, and attention to detail in a deadline driven environment
- Proactive, client service approach with strong verbal and written communication skills and ability to collaborate with internal and external parties to meet tight deadlines and resolve issues
- Ability to work on multiple engagements simultaneously
- Ability to work well both autonomously and in a team environment
- Positive attitude and a strong work ethic

How to Apply

If you are interested in the position and meet the requirements, please forward your resume and cover letter through our website at www.capitalassist.ca/careers/ and complete the form.

Resumes will be held in the strictest of confidence. While all resumes will be reviewed, only those candidates selected for interviews will be contacted.