

STAFF ACCOUNTANT, ASSURANCE & ACCOUNTING ADVISORY (CO-OP)

Windsor, Ontario _____ January 2024

Who We Are

Capital Assist Professional Corporation (“**CAPC**”) is an accounting, assurance and taxation advisory practice in Windsor, Ontario established to assist clients in a broad range of services, and help them meet all of the financial goals and objectives of its diverse client base.

The Capital Assist organization comprises of CAPC, an accounting, assurance and taxation advisory practice, and Capital Assist (Valuation) Inc. (“**CAV**”), the leading, independent business and transaction advisory practice established to assist clients in a broad range of services, including business valuation, litigation support, transaction advisory (mergers and acquisitions), management consulting and CFO services.

We are the only boutique advisory firm in the region (you don’t need to move to Toronto to get involved in this specialty type of work!). We serve clients all across Canada in a range of size and industries including private companies, publicly traded companies, governments, institutions and their professional advisors.

We are building a thriving organization and aim at creating a lasting legacy in the communities that we serve. We have a diverse team that is energized and supports each other. Team members hold a variety of professional designations, including CPAs, CBVs, CFAs, MBAs, and other qualifications. As a speciality firm, we offer a professional environment, and a great place to learn and advance your career. Everyone at Capital Assist is a part of the team and is actively involved in various aspects of the organization.

Capital Assist has experienced significant growth in recent years through organic expansion of the service lines, and the addition of new team members, culminating in a recent expansion of our office. The high quality of services provided to our clients, driven by our committed team, has allowed us to compete with and outperform the largest recognized accounting and advisory firms. As we continue our growth trajectory, we will continue to develop our team members into future leaders of the firm; come join us!

To learn more about our company, please visit our website, www.capitalassist.ca






The Opportunity

We are seeking one or more motivated and high-performing individuals to join our growing team in the role of Staff Accountant.

This position is ideal for individuals who are passionate about accounting and finance and seek a career in accounting advisory and assurance services.










The Staff Accountant will be reporting to the Senior staff and/or Manager, and play an integral role within the team by supporting and managing various aspects of the engagement. The Staff Accountant will be responsible to support the accounting and assurance practice, focusing on the day-to-day accounting entries required to prepare accounting reporting packages, monthly and quarterly reports, tax returns and other client deliverables.

We offer an exciting change from traditional accounting positions and other rigid and limiting corporate environments; in fact, Capital Assist offers its staff members the unique opportunity to experience other service lines of the firm to expand their knowledge, including:

-  Business valuations;
-  Economic damage quantification;
-  Forensic accounting and litigation support;
-  Mergers, acquisitions, and divestitures; and,
-  CFO services and management advisory.





Role, Key Responsibilities, and Day-to-Day Tasks

Within the accounting advisory and assurance team, the responsibilities of the Staff Accountant will include the following:

-  Assistance with the preparation of engagement proposals;
-  Record-keeping of the documents received, and tracking of information requests;
-  Assist clients with accounting services including recording of transactions, account reconciliations, month end procedures, preparation of the year end records and internal financial reporting (e.g., budgets and forecasts), as well as financial statements;
-  Assist with assurance and non-assurance engagements for clients in accordance with relevant professional standards and Firm policies;
-  Assist with the qualitative analysis of internal financial controls, document processes and procedures;
-  Perform financial analysis and buildout of models, including detailed analysis of historical and projected financial results, cash flow forecasts and budgets;
-  Preparation of personal, corporate, and Trust tax returns provided to assurance and non-assurance clients; assist with the compilation of slips and forms for clients;
-  Regular communication with the team on the engagement status, and the progression of the deliverables, and attendance and participation in client meetings; and,
-  Preparation of completion documents to “close-out” files in an efficient manner.











Candidates Credentials

Interested candidates shall possess the following qualifications:

-  Candidates pursuing a degree in accounting, finance, or related area of study;
-  An interest in pursuing CPA, MBA, CBV, CFF and/or CFE designation will be viewed positively. We offer an experience that lends to achieving the CPA designation, with a path that is unique to the traditional accounting positions, as well as pertinent experience for the CBV and CFA designations;
-  Relevant work experience, providing an opportunity to develop attention to detail in a deadline driven environment, research and analytical skills, and having worked well both autonomously and in a team environment would be viewed positively; and,
-  Strong track record of personal growth.

Ideal Skills and Attributes of the Candidate

Interested candidates should possess the following attributes:

-  Ability to set priorities, manage competing demands, and possesses excellent self-discipline and organizational skills;
-  Ability to understand and interpret financial statements and other accounting data;
-  Strong verbal and written communication and interpersonal skills, conscious of the professional environment;
-  Ability to assist in writing clear and concise reports, communications and other materials, and ability to effectively present information in schedules;
-  Strong analytical skills, research capabilities. An entrepreneurial mindset would be considered an asset;
-  Detail-oriented, highly organized with exceptional documentation and record keeping abilities;
-  Ability to work well both autonomously and collaborate in a team environment;
-  Positive attitude, strong work ethic, open to feedback and have a desire to be a team player in a collaborative and fun team environment;
-  Demonstrates interest, enthusiasm and ambition to professional growth through continuous learning; and,
-  Proficiency in Word, Excel and PowerPoint. Proficiency with Caseware, TaxPrep, Sage and Quickbooks would be considered an asset.

Why Choose Capital Assist

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. The organization comprises of CAPC, an accounting, assurance and taxation advisory practice, and CAV, focused on business valuation, litigation support and transaction advisory services.

At Capital Assist, you will have the opportunity to work with highly experienced partners and other senior staff members who value mentorship and consider training to be an integral part of their role. You will be exposed to diverse work opportunities and tailored solutions to client issues; we often say that “no day is the same”.

We care about our employees’ professional growth and development. We encourage staff to undertake opportunities for professional development to enhance their experience, technical knowledge and professional skills.

Our collaborative team supports your success and welcomes your ideas and ambitions; in fact, your contribution will be appreciated from the very beginning. You can anticipate active engagement with clients and their professional advisors from the outset. Further, we offer excellent career advancement and progression opportunities.

We are looking to add a colleague who will be committed and will grow with the firm and be part of our legacy. If this is appealing to you, consider joining us!

Location and Working Conditions

We believe that it is beneficial for employees to attend the office in person to boost human connections, collaboration and mentorship between team members as well as spur employee growth and professional development. We provide optimal workspaces to maximize comfort and productivity, including but not limited to standing desks.

Our office is located at 2558 Dougall Avenue, Windsor, Ontario N8X 1T6. On-site parking is available.

For candidates applying from outside of Essex County, Capital Assist supports flexible work arrangements on a case-by-case basis. The Staff Accountant, as other team members, may work additional hours throughout the year, beyond the standard hours, to assist the firm meeting its objectives and fulfilling client’s expectations, as required.

How to Apply:

If you are interested in joining our accounting advisory and assurance team and meet the requirements for the position, please forward your resume, cover letter, and transcripts through our website and complete the form at www.capitalassist.ca/careers/. Please note that multiple positions may be open, and we encourage to review the various openings for the best fit.

Submit your resume to the attention of Ms. Sabrina Nazzani, Partner.

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