

Senior Manager/Manager (CPA)

Conrad Hurlbert LeBlanc Inc. Chartered Professional Accountants is a full-service accounting firm located in **Yarmouth, NS**.

We are growing and will be adding a full-time **Senior Manager or Manager** to our team. At Conrad Hurlbert LeBlanc, we offer a friendly and rewarding work experience with lots of opportunities to develop your potential. We offer our staff a competitive salary, performance bonuses, group benefit plan (life, accident, dental, and health insurance benefits), Deferred Profit Sharing Plan / Group Retirement Savings Plan, paid vacation days and other paid days off, paid parking, and more.

As Senior Manager (or Manager), you will be responsible for a variety of duties. Primary duties will include, but are not limited to:

- Review of compilation and assurance engagements including all required working papers, financial statements, and corporate tax returns.
- Preparation of working paper files and tax returns for assurance engagements, including review and audit engagements.
- Preparation of financial projections.
- Review of personal tax returns.
- Assist with the development, training and mentoring of staff.
- Build and maintain strong relationships with clients.
- Help promote and maintain the overall efficiency and workflow of the office.
- Become an integral part of the management team and assisting with practice management.
- Other duties within the management spectrum as deemed necessary by the Employer.

The skills and behaviours required for this position include:

- Canadian CPA designation required.
- Completion of a business degree.
- Minimum of 5 years of experience in public practice.
- Effective communication skills with individuals at all levels of the organization.
- Computer literate, including effective working skills of MS Word, Excel and e-mail
- Ability to adapt to and learn new software.
- Experience with CaseWare and Cantax programs considered an asset.
- Able to work efficiently as a part of a team as well as independently.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines.
- Ability to prioritize workload and the flexibility to manage multiple tasks.
- Ability to interpret and implement company policies and procedures.
- High level of personal integrity.
- Strong work ethic.

Compensation will range from \$60,000 to \$85,000 based on experience and credentials.

Application deadline is **February 28th**.

If you are interested in this opportunity, please forward your resume to the attention of Donovan Bain, CPA, CGA, by email to dbain@chlinc.ca, by fax to (902)742-8330, or drop if off to 360 Main Street, 2nd Level, Yarmouth NS.

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