

**JOB DESCRIPTION**  
**SENIOR ACCOUNTANT, AUDIT & ADVISORY SERVICES**

<b>SEGMENT:</b> Professional	<b>EFFECTIVE DATE:</b> July 2011
<b>REPORTING:</b> Team Manager/Partner	<b>SALARY RANGE:</b> TBD

The Audit & Assurance practice at SF Partnership LLP, helps clients manage their risk so they can focus on their core businesses. By thoroughly understanding each of our client's business, we convert information into insights to uncover hidden opportunities to improve client efficiency and performance.

Under general direction, the Senior Accountant performs complex accounting tasks, plans, organizes, coordinates, and directs day-to-day operations related to the client's needs. Provides day-to-day supervision over junior accounting staff in the completion of accounting functions required by existing laws, regulations, policies, and procedures. Performs work of considerable difficulty, prepares key financial reports requiring comprehensive knowledge of accounting principles such as GAAP. Performs related work as required.

**GENERAL AND PRIMARY RESPONSIBILITIES**

- Plan engagements, prepare budgets, prepare work programs, research certain technical issues, and prepare draft financial statements and management letters
- Report progress of engagement to the manager
- Demonstrated ability to assume responsibility for supervision of the daily fieldwork of engagements and client contact
- Provide on-the-job training to Staff and Intermediate Accountants
- Review corporate and personal tax returns
- Prepare specialized/complex corporate and personal tax returns
- Conduct tax research
- Prepare memorandums summarizing findings
- Other duties as assigned

**QUALIFICATIONS:**

To qualify, candidates must have:

- an undergraduate or graduate degree in accounting, and/or an undergraduate or graduate degree
- successfully passed the Canadian UFE and possess a Canadian CA designation, or possess a reciprocal CA designation recognized with the CICA
- a minimum of 3 - 5 years of experience working as an auditor for a public accounting firm, or particular business/industry experience to meet special needs
- excellent project management skills
- advanced written and verbal communication skills
- a dedication to teamwork and leadership
- integrity within a professional environment

**Shared Accountabilities:**

Shares with all employees' accountability for adherence to corporate standards.

**MINIMUM QUALIFICATIONS****Knowledge, Skills, and Abilities****Knowledge of:**

- Principles, methods, and techniques of public accounting.
  - Generally accepted accounting principles as related to procedures, accounting, and accounting systems and procedures.

**Ability to:**

- Supervise, train, and evaluate junior staff members.
- Deal effectively with Partners, internal and external clients, and other public agencies.
- Analyze complex accounting, fiscal, and technical information;
- Prepare clear and comprehensive fiscal analyses and reports;
- Develop and document detailed technical fiscal procedures;
- Plan and organize responsibilities so that fiscal matters are dealt with appropriately and correctly
- Reports are produced in a timely and accurate manner.

**OTHER REQUIRED SKILLS****Technical Competencies**

- Computer proficient.
- Knowledge of MS Outlook, Word, Excel, Caseware and Caseview and TaxPrep
- Experience with Windows applications.

**Personal Competencies**

- Superior technical, analytical, judgemental, supervisory and business development skills.
- Must demonstrate leadership and integrity.
- Professional Demeanour.
- Excellent interpersonal skills.
- Excellent communication skills.
- Good client relation skills