

Accounting Co-op

COMPANY NAME

CONTACT NAME

CONTACT INFO

COMPANY PROFILE

We are currently seeking to fill Tax Accounting Co-op positions for the Tax Department. These tax accounting positions will specialize primarily in the U.S. tax field. We will provide an opportunity for interested candidates to grow and develop their skills within a dynamic and challenging environment. On the job training will be provided within the Tax Department. Opportunities may exist for future employment at our company after a successful work term.

RESPONSIBILITIES

- Prepare U.S. corporate income tax and business property tax returns
- Prepare U.S. tax depreciation and amortization schedules and information for tax returns
- Respond to tax questions from locations and correspondence from tax authorities
- Provide assistance to senior staff and tax managers in the preparation of informative and analytic schedules to management or other departments.

QUALIFICATIONS AND EXPERIENCE

- Concentrating in accounting
- Good technical/computer skills and a self starter who can contribute as a team player
- Ability to work under pressure with a high level of commitment to meeting deadlines and providing quality work
- Accounting / tax work experience is a definite asset

NUMBER OF POSITIONS 6

WORK TERMS January to August (8 months)

PAY SCALE \$2,200 - \$2500 per month

HOURS/WEEK

Business **ACCOUNTING**

Office Examination Officer

COMPANY NAME

CONTACT NAME

CONTACT INFO

COMPANY PROFILE

Federal agency responsible for promoting compliance with Canada's tax, trade, and border legislation and regulations.

RESPONSIBILITIES

- Audit taxpayers' individual tax returns, taxpayers' requested adjustment, books and supporting documents to determine the degree of compliance with the Income Tax Act
- Identify audit issues, formulate and modify audit plans and procedures during audits.
- Identify, gather info and refer tax incentive claims, tax avoidance, tax evasion, real estate appraisals, business valuations and their party non-compliance issues to the appropriate section for their reviews

QUALIFICATIONS AND EXPERIENCE

- Knowledge of accounting methods and practices in order to understand business transaction or series of transactions where information may be incomplete
- Good technical/computer skills and a self starter who can contribute as a team player
- Understanding of business practices and commercial law

NUMBER OF POSITIONS 1

WORK TERMS May to August (4 months)

PAY SCALE \$18 - \$20 per hour

HOURS/WEEK