



November 15, 2010

POSITION	Senior Tax Accountant
DIVISION	Corporate
LOCATION	Home Office, North York
REPORTS TO	Director of Taxation

The incumbent will provide support to ensure that all requirements of the fiscal authorities and management are met in an accurate and timely manner.

Major Responsibilities

- Timely and accurate preparation of income and capital tax returns for legal entities in multiple jurisdictions, including review, analysis and organization of all information supplied for the preparation of the returns;
- Timely and accurate preparation of all GST, QST, non-resident and sales-tax returns;
- Analysis of all corporation tax accounts;
- Ensure tax payments are made on an accurate and timely basis;
- Act as a resource of tax information to the departments within the company;
- Assist the Director of Taxation in responding to audit queries from the government, external and internal auditors.

Qualifications

- Working towards or completion of CA (Chartered Accountant) or CMA (Certified Management Accountant).
- Minimum of 3 years of financial analysis, and or accounting experience required.
- Computer literacy essential; experience in Excel, MS Word, Tax prep and mainframe accounting systems an asset.
- Experience in analysis of financial statements and accounting records required.
- General Ledger Experience an asset.
- Excellent analytical skills required.
- Canadian Tax Knowledge sufficient to prepare tax returns, tax provisions, and to respond to queries from internal customers on taxation matters required.
- Previous tax experience preferred.
- Completion of the CICA In-Depth Tax Course an asset.
- Excellent organization and research skills required.
- Strong communication skills and strong inter-personal skills along with an ability to work with individuals at all levels of the organization.

Suitably qualified candidates should first contact their Department Manager before submitting their résumé to the undersigned. The closing date for this posting is **November 24, 2010**.

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Kellie MacBurnie
Human Resources

