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Senior Accounting Technician

At **Mella & Shea Chartered Professional Accountants**, our mission is to provide the highest quality accounting, audit, tax, and related professional services to our valued clients in a face-to-face manner that only a small firm can provide.

Our current client base ranges from one-person, owner/manager businesses to larger multi-divisional corporations, local government and not-for-profit entities.

We are currently searching for a full-time Senior Accounting Technician to join our team at our Charlottetown office. At Mella & Shea Chartered Professional Accountants we are proud to offer competitive wages, benefits package and flexible work schedules.

Roles/responsibilities:

- Preparation of working papers for notice to reader, review and audit engagements;
- Experienced in monthly bookkeeping and reconciliation functions for monthly bookkeeping clients;
- Prepare tax returns – personal, corporate, and other CRA required filings;

Requirements

- Minimum two to five years' experience;
- Previous work experience in a public accounting practice will be a significant asset
- Organized and detailed oriented;
- Ability to work under pressure in a fast paced environment, prioritize multiple tasks and meet deadlines;
- Excellent written, verbal and time management skills;
- Ability to work independently and as part of a team;
- Knowledge in Sage, Quickbooks, Caseware/Caseview, Microsoft office, and tax preparation software.

Application details:

Interested candidates should e-mail their cover letters, curriculum vitae and references to: **info@mellashea.ca**

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.