

**Job Title:** **Accounting Technician – Abbotsford Office**

**Purpose of Role:**

- Permanent, full-time
- Assists Senior Accountants, Managers and Partners in performing duties for their clients through using a variety of bookkeeping skills applying technical accounting knowledge

**Reports to:**

- Manager, Senior Manager, Partner

**Qualifications, Skills, Experience and Personal Attributes**

- Experience with accounting to general ledger stage using computer software
- Experience with preparation of bank reconciliations
- Experience with preparation of payroll for smaller clients is an asset
- Recording and reconciling investment accounting
- Must have Simply Accounting, Quick Books and Excel software experience
- Accounts payable/receivable sub-ledger experience
- Public practice accounting firm experience is an asset
- Strong English communication skills – written and verbal
- Excellent interpersonal and relationship building skills
- A positive “can do” approach
- Works effectively in a team environment
- Works well under supervision

**Responsibilities**

- To complete and maintain general ledgers, payrolls and financial reports
- To actively listen and ask questions related to the role
- To review own work to detect errors before submission for review

We are one of the largest independent regional accounting firms operating exclusively in British Columbia. We offer an exceptional work environment that allows our team members to enjoy a balanced lifestyle while providing them with opportunities for professional and personal growth. Our attractive salary and benefit package and flexible summer work schedule will appeal to talented individuals who share our desire to be the best. If you have strong technical and interpersonal skills and desire a challenging position with a progressive accounting firm, please apply at <http://www.manningelliott.com/careers-opportunities>.