C & V Income Tax Services

https://cvtax.ca/job/finance-associate/

Finance Associate

Description
E-File Coordinator/ Finance Assistant

As an E-File Coordinator you will transmit completed tax returns to Canada Revenue Agencies, be able to identify E-File errors and learn to correct them and retransmit the tax returns. A keen eye for detail, ensuring all E-file requirements are met prior to transmission. You will be responsible for downloading signed documents received from the client, printing them and matching them to the clients file.

Your role will be working beside the Finance Associate, you will assist in invoicing our clients electronically through Quickbooks online. You will assist in printing out payments received by our clients, matching them to the files and then assisting them with the uploading, encrypting and securing the tax documents to be transmitted electronically to our clients through Adobe Signatures.

The position will require someone who is organized, has strong customer service skills, and an unshakable good attitude. Our office is very fast paced and requires the candidate to display strong multi-tasking abilities and remain calm under pressure. Attention to detail is crucial and previous customer service experience is an asset. Candidates should have an understanding of Canada's privacy laws, a strong base of knowledge in the Canadian Income Tax Act and speak clear and fluent English. A desire to learn, improve, and excel is an asset. Software used includes Tax Cycle (tax software), Adobe Acrobat, Microsoft Office (Word and Excel), Google Suite, and more. Training will be provided.

Qualifications
Job Requirements

Registration for My Account with CRA is required; therefore, students will need their SIN and most recent Notice of Assessment from CRA before their first shift.

Basic knowledge of the Canadian Tax System and the ability to identify various tax forms.

Organizational skills and attention to detail are a must in this position.

The ability to communicate clearly and effectively to both clients and other team members.

The selected candidates will be expected to work a variety of weekday, evening, and Saturday shifts February through April. We operate on extended hours during the three months and our hours of operation are Monday through Friday 9:00 am – 9:00 pm and Saturday 9:00 am – 6:00 pm. Most shifts will be either 4 or 8 hours. The hours for this position will vary from week to week, approximately 35-40 hrs each week. Additional hours,and paid overtime, may be available to those who are interested.

Training is 3 weeks in January, consisting of 4.5 hour shifts either 9:00am – 1:30pm or 1;30pm – 6pm.

Hiring organization
C&V Income Tax Services

Employment Type
Co-op

Beginning of employment
2025 – Winter

Duration of employment
4 months Jan – April

Industry
Finance Associate

Job Location
London ON (On Site)

Working Hours
Most shifts will be either 4 or 8 hours

Base Salary
$ 19.60 per hour - $ 20.80 per hour + Overtime Pay

Date posted
September 26, 2024

Open to All Co-op Programs No

Targeted Clusters and Programs All Accounting and Business programs.

APPLICATION INFORMATION

Application Material Required Cover Letter, Resume, Transcript

Job Benefits

Training

We provide extensive training on Tax Cycle (tax software), the Canadian income tax system, and our internal policies, procedures, and health and safety protocols (including, but not limited to, COVID-19 safety).

Rate of Pay

$19.60 – $20.80 per hour based on experience and availability.(Overtime rate of $29.40 – $31.20/hour

Contacts

C & V Income Tax Services is proud to provide this unique career opportunity that provides continuous learning, opportunity for growth, and a competitive compensation package within an environment that is committed to inclusion and respects diversity.

We are an equal opportunity employer. We welcome people of any age, culture, subculture, gender identity or expression, sexual orientation, nationality, ethnicity, race, size, mental or physical status, veteran status, religion, language, political opinion, working-style preference, family status, education, and socio-economic status. The C & V Income Tax Services core values of Integrity and Mutual Respect welcomes everyone, at work and in the community.

Accommodation for Applicants with disabilities will be made during the recruitment process when requested. We are committed to providing a positive candidate experience and ensuring timely updates are provided to all candidates.