# C & V Income Tax Services

*https://cvtax.ca/job/tax-associate-2/*

## Tax Associate

**Hiring organization**
C&V Income Tax Services

**Employment Type**
Co-op

**Beginning of employment**
2025 – Winter

**Duration of employment**
4 months Jan – April

**Industry**
Tax Associate

**Job Location**
London ON (On Site)

**Working Hours**
Most shifts will be either 4 or 8 hours

**Base Salary**
$ 19.60 per hour - $ 21.84 per hour + Overtime Pay

**Date posted**
September 26, 2024

### Description
**Job Summary**

The Tax Associate is responsible for managing both online and drop-off tax returns received by the office. This includes initiating the files and ensuring all necessary documents are organized and in place.

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.

**Open to All Co-op Programs** No

**Targeted Clusters and Programs** All Accounting programs/ 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 – $21.84 per hour based on experience and availability.(Overtime rate of $29.40 – $32.76/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.