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## Accounting Technician

We are a local accounting firm with locations in Grande Prairie and Lethbridge, Alberta committed to providing comprehensive tax services to accountants and clients in Western Canada.

Our tax specialty services include:

- Tax planning for corporations, individuals, partnerships and joint ventures
- Corporate reorganizations
- Tax planning and assistance with the purchase or sale of a business
- Succession planning
- Estate planning for individuals
- Tax research
- Shareholder buyouts
- Goods and services tax planning

We are looking for someone who has the following:

- Post secondary degree with a major in accounting or related field
- Experience in public practice would be considered an asset

Job Type:

- Full-time, Permanent

Location:

- Grande Prairie

Experience:

- Accounting 2 years (preferred)

Skills and qualifications:

- Proficiency in Microsoft excel (required)
- Experience with Profile accounting software is not required but would be considered an asset
- Excellent attention to detail
- Strong written and verbal communication
- Problem solving and analytical skills
- Ability to multi-task and meet deadlines under pressure
- Ability to work independently

If interested, please submit resume to:

Diane Cook, Office Manager

Email: [diane@tgtax.ca](mailto:diane@tgtax.ca)