

## **DIFFERENT BY DESIGN**

Most professional services firms will tell you what they are, but at MNP, we're most proud of what we're not. MNP is not a firm with limits. Entrepreneurial in nature, your insight and ideas, the kind that have helped us to become one of the fastest growing firms in Canada, are welcomed, listened to and acted on. We reward results and support the direction you want to take your career. MNP is not a firm with empty promises. Our definition of balanced lifestyle means fostering an environment that lets you thrive at work and make the most of your life outside the office.

Ultimately, it's what we're 'not' that we're most proud of and we're certain you'll value this most as part of our team.

Join the momentum at MNP, as we are seeking a CPA Articling Accountant for our growing Assurance and Accounting team. Delivering quality in everything we do, MNP is a leading national accounting, tax and business consulting firm in Canada. Our Assurance and Accounting team is committed to providing meaningful and reliable financial information that ensures our clients are always well protected and positioned.

## **RESPONSIBILITIES AND QUALIFICATIONS**

### **Performance Expectations**

- Develop and apply knowledge of International Financial Reporting Standards (IFRS) and/or Accounting Standards for Private Enterprise (ASPE)
- Develop technical skills in areas such as: compilations, reviews, audits, bookkeeping and tax (personal, corporate, partnerships and trusts)
- Review, investigate and correct discrepancies and irregularities in financial entries, documents and reports
- Obtain and review documents from third party sources for audit process
- Establish charts of accounts and prepare entries for posting to accounts
- Compute taxes owed and prepare tax returns ensuring compliance with government standards for various types of entities; profit, not-for-profit, partnerships and trusts (may prepare T4 and T5 tax returns)
- Develop a thorough understanding of MNP's services, businesses and industry through experiential learning with clients
- Summarize current financial status by collecting information and preparing balance sheet, profit and loss statements and other relevant reports
- Vouch and assess appropriateness of audit evidence for expenses, revenues, capital asset additions, accounts payable, accounts receivable and prepaid expenses
- Prepare correspondence, technical reports, client summaries and presentations outlining findings, facts and highlights resulting from the client engagement
- Liaise and correspond professionally with clients, colleagues and the firm leadership team
- Collaborate with client engagement team prior to commencement of client work to discuss roles and responsibilities, risk areas, materiality and deadlines

- Set-up files for new clients and newly incorporated businesses, manage multiple files simultaneously and conduct inventory counts
- Learn about key financial systems of clients and how to analyze risk
- Perform testing on all sections of a client file and ensure documentation of evidence viewed and conclusions
- Analyze client financial reporting for accurate and appropriate recording of revenues and expenses
- Perform accounts receivable, accounts payable, capital asset acquisition and disposition and payroll walk-through with the client in a professional manner
- Raise identified client issues that need to be addressed with managers and engagement partners
- Correspond with clients and various government agencies to address client tax compliance issues
- Contribute to the development of new ideas and approaches to improve work processes while effectively using MNP internal programs and systems
- Raise awareness of MNP through discussions at community events including client and company sponsored functions
- Attend internal MNP courses to further develop accounting and assurance knowledge
- Study for CPA while working; effectively manage both work and studies

### **Credentials**

- Obtainment of, or working towards a Commerce or Business Administration degree (Accounting and/or Finance major preferably) or a degree coupled with the completion of the Chartered Professional Accountants (CPA) Prerequisite Education Program (PREP)
- Eligible to enroll and begin the CPA Professional Education Program (PEP) upon commencement of employment
- Previous accounting related office experience is an asset
- Customer service and/or client service experience is desirable
- Experience working with, or exposure to, accounting and tax software such as Caseware, Profile, Quickbooks and Simply Accounting is beneficial
- Strong computer literacy including effective working skills of Microsoft Word, Excel and PowerPoint
- Some travel may be required

### **Core Competencies and Personal Characteristics**

- **Integrity** – professional whose honesty, integrity, confidentiality and high ethical standards contributes to effective leadership and optimal business relationships
- **Energy** – displays enthusiasm, optimism, drive and passion while maintaining a high level of productivity and a balanced lifestyle
- **Diversity** – understands the importance of different backgrounds, perspectives and experiences and is respectful of individual differences
- **Communication** – effectively expresses ideas and conveys information in business writing, conversations and interactions with others

- **Client Service Excellence** – understands the importance of quality client service by being courteous, responding to client requests in a timely manner and monitoring satisfaction
- **Teamwork & Relationship Development** – works collaboratively with team members in order to achieve a common goal and develops, maintains and strengthens relationships with others, both inside and outside the Firm
- **Accountability** – takes responsibility for one’s own performance by setting clear goals and tracking progress against those goals; is highly organized and uses personal judgement and decision making
- **Flexibility** – effectively manages multiple assignments, adapts to changing priorities and is able to work independently or as part of a team

## **TOTAL REWARDS**

MNP encourages a balanced lifestyle and offers benefits that suit the way our team members work and play! In addition to a competitive salary, our total rewards package includes paid personal days, wellness program initiatives, health and dental benefits, a group pension plan with matching contribution, firm sponsored social events and professional development assistance.

MNP proudly serves and responds to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a collaborative, cost-effective approach to doing business, with innovative strategies to help organizations succeed across the country and around the world.

Please see the following link to apply: <https://campuscareers-mnp.icims.com/jobs/1400/cpa-articling-accountant%2c-assurance-and-accounting/job>