**Senior Tax Specialist**

**Job Title:** Senior Tax Specialist

**Reports to:** CEO

**Industry:** Financial Services

**Employment Type:** Full-time

At Progress Group, we are entrepreneurs at heart. This means that we uniquely understand that you are working to maximize your outcomes in your personal and professional life. We are committed to creating a culture mutually beneficial to our team and clients which includes (but not limited to):

* Customer Service Excellence
* Innovation, Empowerment
* Power-Driven
* Task-Oriented, Honesty
* Accountability

Our firm offers a multi-faceted work environment with fulfilling challenges. We are seeking a motivated self-starter who can handle multiple projects for our Oakville location. You must have strong prioritization skills and a sense of urgency.

**Hours**

The Senior Tax Specialist is expected to be work from 9:00am-5:30pm Monday to Friday. Hours are expected to increase during tax season.

**Job Responsibilities**

* Prepare personal and corporate tax returns
* Prepare correspondence for internal use and for client engagements
* Perform research for internal and external client needs
* Compile necessary facts, analyze viable options, prepare documentation and present conclusions in a complete, accurate, organized and professional manner
* Provide advice and support to team members.
* Preparation of quarterly and year-end accounting provisions and related reconciliation of future income taxes and tax liability accounts.
* Management and payment of tax installments.
* Working with accounting staff in the preparation of the legal entity financial statements.
* Serving as a liaison to CRA and other taxation authorities on assessments, audits and other administrative matters.

**Competencies**

* Experience working in a tax position within a public accounting firm for a minimum of 3 years
* Knowledge of Jet Pack, Quickbooks, Caseware is preferred
* Microsoft Office skills (Outlook, Excel and Word)
* Effective communication (verbal and written) in English
* Excellent organizational skills and with a high level of attention to detail
* Ability to provide practical solutions to complex problems
* Positive outlook with an enthusiastic manner
* Solid understanding of business professionalism and the ability to work in a team environment

**Education Requirements**

* Completion of or progress towards a recognized accounting designation is considered an asset
* Degree or Diploma in related field is preferred

**Compensation Range**

* $50,000-$65,000
* Group Insurance Benefits after 3-month probation