

## Accounting Technician - December 2023

### About us

Hendrickson Black LLP is a chartered professional accounting firm proudly serving communities in Northern Alberta since 2002, with offices located in Mayerthorpe, Whitecourt and Fox Creek, Alberta. We support tax and accounting needs with superb professional service whether from our sites or through our online solutions. We offer year end preparation including financial statement and tax return preparation, farms, estate and personal tax returns, bookkeeping and payroll services, and tax planning for both diverse small-business and individual clients. In addition, we provide training and assistance!

As a team we believe the way we do one thing is the way we do all things. At Hendrickson Black LLP we keep our values front and center whether doing our daily activities or creating best in class solutions. We work inclusively and believe privacy is paramount in all we do. Together we believe everyone has a voice, and in supporting the success of our communities.

### About the opportunity

This is a full-time on-site **Accounting Technician** role involved in preparing financial statements and tax returns, analyzing financial data, performing bookkeeping tasks, working with accounting software, as well as working with the firm's partners on other finance-related duties. The role is located in the active agricultural community of Mayerthorpe, Alberta (West of Edmonton on highway 43).

**Consideration given to accounting or business students and recent graduates.** A CPA designation is ideal however not mandatory so tell us a little about yourself! Educational support is provided.

### Things we are looking for

- Experience and/or knowledge in preparing financial statements and analyzing financial data
- Bookkeeping skills
- Experience with accounting software such as Sage, QuickBooks, Caseware and iFirm, are an asset
- Strong analytical skills
- Bachelor's degree or diploma in Accounting or a related field
- Excellent written and verbal communication skills
- Attention to detail and high level of accuracy
- Ability to work independently and as part of a team
- Experience working in public accounting is a plus

### How to join our team

If you are interested in this role or are looking to discuss future opportunities with us, please send a resume and cover letter by way of introduction to [info@hendricksonblack.ca](mailto:info@hendricksonblack.ca). We are keen to hear more about you!