



FITZPATRICK & CO.

Accountants • Advisors

We are currently seeking motivated Administrative Assistants to join our firm. If you are passionate about client service, you have a growth mindset, and thrive under pressure, then you could be a great fit for our team!

At Fitzpatrick & Company, we are anything but your typical firm. We are passionate about ensuring our clients receive unparalleled accounting services. We work closely with our clients to understand what they and their businesses need to provide professional, reliable expertise that **FITZ**.

Reporting to the Administrative Services Manager, the Administrative Assistant is responsible for providing administrative support in an effective and efficient manner.

Our ideal candidate should possess the following qualifications:

- Proficient in MS Office (Excel, Word, Outlook, PowerPoint)
- Excellent time management skills and ability to prioritize work and follow up
- Strong interpersonal, organizational and communication skills, oral and written
- Strict attention to detail, strong problem-solving skills
- Ability to work in a fast-paced environment, handling varied tasks simultaneously while meeting multiple (and sometime competing) deadlines.

Responsibilities:

- Processing various documents and other client deliverables for both in person and virtual meetings
- Ensuring grammatical and mathematical accuracy for all client deliverables
- Assisting in Electronic Filing and Tracking of various tax filings (T1, T2, T3, T4/T5) in accordance with Canada Revenue Agency filing deadlines
- Maintaining database of client records and reconciling with physical record inventory

- Provide word-processing and administrative support i.e. type checking, proofreading letters, photocopying, scanning, etc.
- Providing partner support, as needed
- Other duties as required

Fitzpatrick & Co. value their employees and therefore have a strong compensation and benefits package including RRSP matching, fitness benefits, maternity leave top-up and a flexible working environment. Salary range is \$40,000 - \$50,000/year. If you have experience and are interested in joining our team and sharing in our success, we would love to hear from you. Please send us your resume today!

Please email your cover letter and resume to careers@fitzandco.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.