

## Junior or Intermediate Accountant

Pier CPA Group Inc. - Campbell River, BC

Posted 1 day ago

APPLY NOW

### Description

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Pier CPA Group Inc., a small but well-established CPA firm located in Campbell River, is seeking a junior or intermediate accountant to join our growing firm.

This is a permanent, full-time position, with a flexible schedule and benefits.

This position is perfect for a designated CPA, a CPA student or an accounting technician with experience in public practice

Ideally, you will have worked in a small to medium sized CPA firm and shown strong technical accounting and corporate and personal tax skills.

You should enjoy working on private company files, corporate and personal taxes, bookkeeping and other Government filings.

You also understand the importance of timely, quality work and deadlines.

You should also be IT literate and have experience in a paperless environment or be committed to working within one

The position offers include the opportunity for long weekends and/or extended time off during the summer and an extended office closure during Christmas and New Years

Skills and experience

Public practice experience

Experience preparing Compilation/Notice to Reader engagements

Review and Audit engagement experience is an asset but not required

Experience preparing T2 Corporate and T1 Personal tax returns

Experience with Sage Accounting, CaseWare and Profile

Experience with QuickBooks is an asset but not required

Roles and responsibilities

Compile and file GST and PST returns as scheduled

Complete Compilation/Notice to Reader engagements

Prepare annual T4 and T5 slips and summary and file with CRA

Manage and build productive client and staff relationships

Manage deadlines so work is completed on time

Personality and fit is a very important part of our office culture.

We would like you to be able to interact professionally with other staff and our valued clients and to enjoy coming to work each day in your oceanfront office

Please submit resume and covering letter via email

Job Types: Full-time, Permanent  
Salary: \$45,000.00-\$60,000.00 per year

Benefits:

Dental Care  
Extended Health Care  
Flexible Schedule  
On-site Parking  
Vision Care

Schedule:

Monday to Friday  
No Weekends

Experience:

Sage Accounting, CaseWare and Profile software: 1 year (Required)QuickBooks software: 1 year (Preferred)Public Practice Accounting: 1 year (Required)Compilation/Notice to Reader preparation: 1 year (Required)

Location:

Campbell River, BC (Preferred)

Licence:

ACAF - Advanced Certificate in Accounting and Finance (Preferred)CPA, CGA/CA (Preferred)CPA Student (Preferred)

Work remotely:

No

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MLA documentation:

“Junior or Intermediate Accountant - Campbell River, BC.” *Indeed.com*, 10 Aug. 2020, [ca.indeed.com/viewjob?jk=26a2692ce7cd01b6](https://ca.indeed.com/viewjob?jk=26a2692ce7cd01b6).

1727 Quatsino Place  
Comox, BC V9M 1B9  
Phone: (250) 895-1799  
Email: gkavaliu@gmail.com

August 10, 2020

Deborah Ewart and Andrea Smith – Partners  
Pier CPA Group Inc.  
702 Island Hwy.  
Campbell River, BC V9W 2C3  
Phone: (250) 286-1307

Dear Ms. Ewart and Ms. Smith:

Please consider my application for the position of Junior or Intermediate Accountant with Pier CPA Group Inc., as advertised on August 10 on Indeed.com. I will graduate from North Island College in December 2020 with a bachelor's degree in Business Administration with an Accounting focus. Afterwards I plan to pursue my CPA designation. Fabien Gendron, one of my co-op placement supervisors spoke highly of your firm and encouraged me to apply.

As you can see from my enclosed résumé, for the past three years I have worked part-time for Duncan and Company Accounting firm as an accounting technician while attending school. This experience combined with my previous training in computer science has helped me to become proficient in Xero – cloud-based accounting software where I am a certified advisor. I also gained experience completing year-ends, doing monthly books a GST for companies, and preparing tax files.

As an accounting technician, soon to be CPA student, I am aware of the time commitment required at certain times of the year, the need for attention to detail and to be precise. I also grew up in Campbell River and lived there for 18 years before moving to the Comox Valley for family. But I still have ties in Campbell River and would welcome the opportunity to return to the community.

I have worked hard to start on this new career path later in life while balancing school and family. My experience, education, and methodical personality have prepared me to work with numbers, be thorough, and ask questions when needed.

If my background makes me a good fit for your company, please phone me any time at (555)435-8234 or email at gkavaliu@gmail.com.

Sincerely,

*G. Kavaliu*

Glen Kavaliunas

Encl. Résumé online at <https://my.indeed.com/p/glenk-vkugt6c>

# Glen Kavaliunas

1727 Quatsino Place  
Courtenay, BC V9M 1B9  
Phone: (250) 895-1799  
Email: gkavaliu@gmail.com

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**Objective:** To obtain full time employment in a busy accounting firm where I can mentor a CPA and work towards becoming CPA designated.

## **Work Experience**

- 2017-present **Duncan & Company – Accounting Technician** Comox, BC
- Computer programming - writing programs to convert bookkeeping programs (Sage, Quick books, etc) to Xero - cloud based accounting software.
  - Tax file prep / company year ends
  - Bookkeeping
- 2015-2016 **Crown Isle Golf Community & Resort - Chef** Courtenay, BC
- Breakfast and prep cook
- 2013-2015 **Dolphin’s Resort – Angler’s Dining Room – Chef** Campbell River, BC
- Line cook / prep for Angler's Dining Room and resort functions (weddings / meetings / celebrations)
- 2007-2013 **White Spot – Kitchen Manager** Campbell River, BC
- Ensuring quality and timeliness of food produced
  - Scheduling kitchen staff
  - Ordering product and maintaining inventory
  - Hiring and training new staff
- 1998-2007 **White Spot – Line Cook/Prep** Campbell River, BC
- Meeting customer expectations (timeline and quality)
  - Following Head Chef's directions
- 1997-1998 **White Spot - Janitor** Campbell River, BC
- Maintaining daily cleanliness of restaurant
  - Ordering and maintaining inventory of cleaning products

## **Education**

- 2016-present **North Island College** Courtenay, BC
- Bachelor of Business Administration - Accounting
- 2006-2008 **International Trade Authority** Nanaimo, BC
- Red Seal Cook
- 1998-2002 **North Island College** Campbell River, BC
- Diploma in Computer Science

## **Awards and Certificates**

- Xero Advisor certified – cloud-based accounting software
- Emergency First Aid for Industry: OFA Level 1
- Food Safe Certificate
- PADI Open Water Diver

## **Skills**

- Accounting
- Computer Programing
- Tax preparation
- Company year-end taxes
- Microsoft Office
- Computer Networking

## **References**

Available on request

1234 Main Street  
Comox, BC V9N 1J7

August 10, 2020

Mr. Joseph Volk – Head Chef  
Dolphin's Resort – Angler's Dining Room  
4321 Second Street  
Campbell River, BC V9J 19R

Dear Mr. Volk:

I hope you are doing well. Since working at Dolphin's Resort, I have returned to school and have almost completed a bachelor's degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

It was a pleasure and a great learning opportunity working with you for two years as a chef at Dolphin's Resort. I especially appreciated you sharing your creativity and skill in preparing sauces and spices by taste. I will always remember if I think it is okay, it likely needs a little more salt.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to [gkavaliu@gmail.com](mailto:gkavaliu@gmail.com). To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

*G. Kavaliu*

Glen Kavaliunas

Encl. Résumé or online at <https://my.indeed.com/p/glenk-vkugt6c>

1234 Main Street  
Comox, BC V9N 1J7

August 10, 2020

Mr. Fabien Gendron – CPA Accountant  
Duncan and Company  
1762 Fourth Street  
Comox, BC V9J 18D

Dear Mr. Gendron:

I hope you are doing well. I am almost finished my bachelor's degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

I appreciate all I learned from you during my CO-OP term and the three years following at Duncan and Company. The knowledge I learned from you regarding tax year ends and bookkeeping has been very valuable. I especially appreciated you sharing your knowledge about cloud-based accounting.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to [gkavaliu@gmail.com](mailto:gkavaliu@gmail.com). To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

*G. Kavaliu*

Glen Kavaliunas

Encl. Résumé or online at <https://my.indeed.com/p/glenk-vkugt6c>

1234 Main Street  
Comox, BC V9N 1J7

August 10, 2020

Mr. Kent Duncan – CPA Accountant  
Duncan and Company  
1762 Fourth Street  
Comox, BC V9J 18D

Dear Mr. Duncan:

I hope you are doing well. I am almost finished my bachelor's degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

I appreciate all I learned from you during my CO-OP term and the three years following at Duncan and Company. The knowledge I learned from you regarding account receivable and accounts payable. I especially appreciated you sharing your knowledge about bookkeeping and auditing.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to [gkavaliu@gmail.com](mailto:gkavaliu@gmail.com). To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

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