

# FINDING WORK



## DEBORAH A. TOVELL PROFESSIONAL CORPORATION

### The Company

Deborah A. Tovell Professional Corporation is in its third year of operation following the purchase of the business from Russ E. Campbell, CMA. The company provides a full range of accounting services, including bookkeeping and payroll, personal and corporate tax returns, compiled financial statements, reviews and orders. The company also works with farm programs such as Agri-Stability.

### The Work

The company employs 10 full time staff including bookkeepers, accounting technicians and accountants in a pleasing modern office environment.

### The Ideal Candidate

The ideal candidate will have the following attributes:

- Self-motivated
- Eager to learn
- Professionally oriented
- Excellent work habits and attention to detail
- Ability to work as a member of a team

### Bookkeeper

- Organize and record clients' transactions on computer and manually
- Prepare payroll for clients, including EI, CPP and other deductions, and hourly pay stubs
- Prepare T4's, ROEs
- Complete preliminary work on personal tax returns



- Bookkeeping experience an asset
- Computer knowledge in financial programs such as CaseWare, Quick Books, ProFile or equivalent an asset
- Knowledge of business transactions, farming, and asset

### Accounting Technicians

- Prepare working papers based on clients' information
- Prepare personal and corporate tax returns and financial statements
- Accounting courses at the college level, Business Administration Diploma or Degree or equivalent training required



Vermilion & District  
Chamber of Commerce

Government  
of Alberta



Town of Vermilion

*Accountant*

- Reviews working papers for personal and corporate tax returns and financial statements
- Assists clients with business transactions
- Reviews foreign tax requirements
- Keeps apprised of changes in accounting policies
- Keeps up to date on changes in the Provincial and Federal *Income Tax Acts*
- Has an accounting designation such as CGA, CMA or CA or is working towards such designation

**Hours of Work, Pay and Benefits**

Hours of work are typically Monday to Friday 8:00 a.m. to 5:00 p.m. with no work on weekends or statutory holidays.

During tax season, the company operates from 8:00 a.m. to Noon on Saturdays. During the summer season, the office closes on Friday at Noon.

Salaries are competitive and are paid according to qualifications and experience.

The company offers a benefit package, including Life and Disability, Health and Dental.

Vacations are awarded according to the *Labour Standards Act* of Alberta.

**How to Apply**

Job vacancies are typically advertised in the local newspapers and on the Vermilion Chamber of Commerce website.

Applicants are requested to respond to advertisements with a résumé, references and proof of certification, in person, or by fax or e-mail to:

Deborah A. Tovell  
Certified General Accountant  
Suite 14  
5125 – 50<sup>th</sup> Avenue  
Vermilion, AB T9X 1L9

Tel: 780 853-2801  
Fax: 780 853-1728  
E-mail: [dtovell.pc@telus.net](mailto:dtovell.pc@telus.net)

