

FINDING WORK



Leckie & Associates

The Company

Leckie & Associates is a pro-active, progressive organization focusing on customized business advisory services, with offices in Vermilion, Lloydminster and Provost. In business since 1985, the focus of the firm is on excellence in client service.

The Work

Leckie & Associates provides the following services:

- Banking Presentations
- Business Valuations
- Cash Flow Analysis
- Financial Forecasts and Projections
- Information Technology
- Personal Financial Planning
- Compensation Programs
- Business Planning
- Research and Development Tax Credits
- Tax Minimization Planning
- Estate Planning
- Family Business Succession
- Property Dispositions
- Financial Statement Preparation (Audit, Review, Compilation)
- Preparation of Tax Returns
- Computerized Data Processing
- Payroll Preparation
- Business Acquisitions

Currently the Vermilion office employs one professional accountant, two accounting technicians and one receptionist (split position).



The Ideal Candidate

The ideal candidate will have the following characteristics:

- Friendly and outgoing
- Professional
- Good listening skills
- Excellent client service

Receptionist

- Answers telephones and greets clients
- Must be friendly and courteous
- Professional demeanor
- Some bookkeeping required
- Responsible for filing and shredding documents
- Should have good computer skills and familiarity with Microsoft Office and accounting software



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Bookkeeper

- Will possess several years' bookkeeping experience
- Competence with accounting software, preferably QuickBooks
- Good computer skills
- Client service skills
- Formal accounting training

Accounting Technician

- Should be enrolled in the C.A., C.G.A. or C.M.A. course of instruction and/or have experience in public accounting practice
- Have computer skills and be familiar with CaseWare, Microsoft Office, Quick Books or Simply Accounting

Greg Dewing, C.G.A., C.A.
Leckie & Associates
Chartered Accountants
5016A – 49 Avenue
Vermilion, AB T9X 1B7

Bus: 780 853-6669
Fax: 780 853-6620
E-mail: greg@leckieca.com
Website: www.leckieca.com

Hours of Work, Pay and Benefits

Typically, the office is open from 8:00 a.m. until 5:00 p.m. Monday to Friday. The office is closed Saturday, Sunday and Statutory Holidays.

Leckie & Associates offers excellent working conditions along with a complete employee benefit plan including dental care, extended health care, life insurance, long-term disability and retirement benefits.

Compensation is competitive. Salaries are reviewed regularly and overtime compensation is in addition to monthly base salary.

How to Apply

Vacancies are typically advertised on the firm's website and/or in the local and regional newspapers. Candidates are requested to apply in confidence with a résumé, copy of credentials and references. Only candidates granted an interview will be contacted.