

FINDING WORK



McMINIS & COMPANY

The Company

McMinis & Company Certified General Accountant is a sole proprietorship. The business was originally started by Brian McMinis and has been under its current ownership by Al McMinis since January of 2009.

The Work

McMinis & Company offers the following services:

- Tax preparation
- Court tax preparation
- Corporate Tax Returns
- Personal Tax returns
- Estate Planning
- Bookkeeping/Payroll
- Auditing
- Financial Consulting

In addition to the Certified General Accountant, the company employs seven Accounting Technicians in a pleasant office environment.

The Ideal Candidate

The ideal candidate will have the following attributes:

- Accounting background a definite asset
- Good communication skills
- Interested in working in a small community
- Responsible
- Able to follow directions
- A professional work appearance
- Accurate, with attention to detail



Accounting Technician

Under the supervision of the CGA:

- Prepare financial statements and reports
- Examine financial accounts
- Record and prepare income tax returns from accounting records
- Review financial records for individuals and companies
- Prepare other statistical, financial and accounting reports



Vermilion & District
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- May be required to prepare trial balance of books, maintain ledgers and prepare financial statements
- Perform other personal or corporate bookkeeping services
- Completion of secondary school is required
- Completion of a college program in accounting, bookkeeping or related field an asset
- Enrollment in a recognized professional accounting program such as CA or CGA preferred

Qualified applicants are encouraged to apply by mail, with a covering letter, résumé, references and proof of education to:

Alan McMinis CGA
5135 – 50th Avenue
Vermilion, AB T9X 1A8

Tel: 780 853-2922
Fax: 780 853-2707

Training

All employees are provided with professional development courses in tax preparation and related coursework. Employees are eligible for assistance to pursue CGA or CA professional designation.

Hours of Work, Pay and Benefits

Work hours are based on a 36 ½ hour work week. During peak tax season (January 1 to April 30), employees work a 40 hour week from 8:00 a.m. to 5:00 p.m.

Outside of tax season, employees work the following hours:

May & June	8:00 a.m. to 4:30 p.m.
July & August	8:00 a.m. to 4:00 p.m.
September to December	8:00 a.m. to 4:30 p.m.

Salaries are awarded commensurate with training and experience. Benefits include Health & Dental coverage and a Registered Retirement Savings Plan (RRSP). Employees receive three weeks vacation annually.

How to Apply

The company may typically recruit through newspaper advertisements, colleges and professional websites and journals.

The Finding Work At Series can be found at www.jobsinvermilion.com, a website managed by the Vermilion and District Chamber of Commerce. This Series is a partnership project by the Government of Alberta, Vermilion and District Chamber of Commerce, Town of Vermilion and HUB. For more information, contact the Chamber at 780 853-6593.

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