

Job Posting: 6363 - Position: Co-op CPA Articling Student, Assurance & Accounting

Co-op Work Term Posted: Spring 2019
App Deadline 09/21/2018 12:00 PM
Application Method: Career Bridge
Posting Goes Live: 09/21/2018 10:10 AM
Job Posting Status: Expired

Company Information

Organization MNP
Salutation Mr.
Job Contact First Name John
Job Contact Last Name Doe
Contact Title Human Capital Senior Advisor
Website www.mnp.ca
Address Line One 3425 - 2nd Ave S
City Lethbridge
Province / State Alberta
Postal Code / Zip Code T1J 4V1
Country Canada

Job Posting Information

Term Posted Spring 2019
Job Title Co-op CPA Articling Student, Assurance & Accounting 8
Duration Months
Job Location (City/Town) Lethbridge
Job Location (Province/State) Alberta
Job Description

DIFFERENT BY DESIGN

At MNP we pride ourselves on being different – it's our entrepreneurial drive that sets us apart. It's the same drive that's helped us become Canada's fastest growing national firm. We foster collaboration, value your ideas, promote based on talent and make time for FUN. We are one firm, one team, collaborating to provide you with the coaching, mentoring and feedback required to launch your career.

Be part of the momentum. We are currently seeking a Co-op CPA Articling Student for our Assurance and Accounting team for an 8 month term beginning January 7, 2019 until August 30, 2019. Delivering quality in everything we do, MNP is a leading national accounting, tax and business consulting firm in Canada. Our Assurance and Accounting team is committed to providing meaningful and reliable financial information that ensures our clients are always well protected and positioned.

RESPONSIBILITIES AND QUALIFICATIONS

Performance Expectations

Develop technical skills in areas such as: compilations, reviews, audits, bookkeeping and tax

Develop and apply knowledge of International Financial Reporting Standards (IFRS), Generally Accepted Accounting Principles (GAAP) and/or Accounting Standards for Private Enterprise (ASPE)

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Obtain and review documents from third party sources for audit process
Set-up files for new clients and newly incorporated businesses, manage multiple files simultaneously and conduct inventory counts
Collaborate with client engagement team prior to commencement of client work to discuss roles and responsibilities, risk areas, materiality and deadlines
Perform accounts receivable, accounts payable, capital asset acquisition and disposition and payroll walk-through with the client in a professional manner
Summarize current financial status by collecting information and preparing balance sheet, profit and loss statements and other relevant reports
Assess appropriateness of audit evidence for expenses, revenues, capital asset additions, accounts payable, accounts receivable and prepaid expenses
Review, investigate and correct discrepancies and irregularities in financial entries, documents and reports
Establish charts of accounts and prepare entries for posting to accounts
Prepare correspondence, technical reports, client summaries and presentations outlining findings, facts and highlights resulting from the client engagement
Develop a thorough understanding of MNP's services, businesses and industry through experiential learning with clients
Liaise and correspond professionally with clients, colleagues and the firm leadership team
Learn about clients' key financial systems and how to analyze risk
Analyze client financial reporting for accurate and appropriate recording of revenues and expenses
Raise identified client issues that need to be addressed with managers and engagement partners
Contribute to the development of new ideas and approaches to improve work processes while effectively using MNP internal programs and systems
Raise awareness of MNP through discussions at community events including client and company sponsored functions
Attend internal MNP courses to further develop accounting and assurance knowledge

MYREWARDS@MNP

Our Firm encourages a balanced lifestyle and offers competitive pay that suits the way our team members work and play!

MNP proudly serves and responds to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a collaborative, cost-effective approach to doing business, with innovative strategies to help organizations succeed across the country and around the world.

Job Requirements

Credentials

Working towards a Bachelor's Degree in Commerce or Business Administration (Accounting or Finance major preferred)
Working towards all necessary prerequisites for admission into the Chartered Professional Accountants (CPA) Professional Education Program (PEP)
Enrolled in the Co-op program at your post-secondary institution
Previous accounting related office experience is an asset
Customer service and/or client service experience is desirable
Experience working with, or exposure to, accounting and tax software such as Caseware, Profile, Quickbooks and Simply Accounting is beneficial
Strong computer literacy including effective working skills of Microsoft Word, Excel and PowerPoint
Some travel may be required

Core Competencies and Personal Characteristics

Integrity – professional whose honesty, integrity, confidentiality and high ethical standards contributes to effective leadership and optimal business relationships
Energy – displays enthusiasm, optimism, drive and passion while maintaining a high level of productivity and a balanced lifestyle
Diversity – understands the importance of different backgrounds, perspectives and experiences and is respectful of individual differences
Communication – effectively expresses ideas and conveys information in business writing, conversations and interactions with

others

Client Service Excellence – understands the importance of quality client service by being courteous, responding to client requests in a timely manner and monitoring satisfaction

Teamwork & Relationship Development – works collaboratively with team members in order to achieve a common goal and develops, maintains and strengthens relationships with others, both inside and outside the Firm

Accountability – takes responsibility for one's own performance by setting clear goals and tracking progress against those goals; is highly organized and uses personal judgement and decision making

Flexibility – effectively manages multiple assignments, adapts to changing priorities and is able to work independently or as part of a team

Preferred Academic Level	Undergraduate
All Programs	No
Projected Start Date	January 07, 2019 12:00 AM
Projected End Date	August 30, 2019 12:00 AM