

JOB POSTING

Role **Operation Support Administrator – Full-Time**

Reports To **Team Manager**

Location **Tillsonburg Office**

Bossy Nagy Group is seeking an energetic, self-motivated and experienced operations support administrator to join our growing team of accounting and business advisory professionals.

This role assists the accounting team in preparing financial statements and tax returns for our valued clients. Duties include quality control and assembling of year end packages, gathering, organizing and maintaining client information, following up on outstanding matters via email and the telephone, assembling tax return packages, e-filing returns and other operational support. This role also provides backup coverage for the reception function during lunch and vacation periods.

CORE DUTIES*

- Accurately and efficiently conduct all assigned tasks to support the accounting team in preparing financial statements and tax returns, including:
 - Gathering and organizing client information to support the Year-End process
 - Quality control, printing and assembly of client Year-End packages
 - E-filing of corporate tax returns with Canada Revenue Agency
 - Assembly and delivery of personal tax returns
 - Following up on post Year-End issues as requested
- Taking all necessary steps to ensure assigned tasks are completed thoroughly, on a timely basis
- Answering phones and handling client inquiries
- Conducting other administrative duties as may be assigned

Foster Strong Client Relationships

- With every deliverable or point of contact, seek to provide the client with an exceptional experience, exceeding their expectations wherever possible
- Ensure the quality of BNG's work is consistently excellent, and always delivered on time and on agreed terms
- Foster a positive, supportive and professional work environment in which everyone is treated with dignity and respect

Skills, Experience and Attributes

- Post-secondary education in office administration or bookkeeping / accounting is an asset
- 3+ years of office administration in a client-focused, professional environment
- High personal integrity and ethical standards
- Steadfast commitment to maintaining employee confidentiality
- Demonstrated problem-solving abilities
- Strong work ethic
- Superior communication skills
- Results-oriented mindset
- Ability to work independently and meet deadlines
- Excellent team player – supportive and collaborative



- Well organized, efficient with time

**Note:* The “Core Duties” is a summary of the duties that are essential to this role and is not an exhaustive list. Bossy Nagy Group reserves the right to add or amend duties as necessary.

If you are interested in being considered for this position, **please submit your resume and cover letter to Human Resources at hr@bng-cpa.ca.**

Bossy Nagy Group welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in joining Bossy Nagy Group. While BNG appreciates the interest from all applicants, please be advised that only those applicants selected for an interview will be contacted.