

**Accountant**  
**Westend Radiators**

**Job Description**

- Financial auditors examine and analyze the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures. Accountants plan, organize and administer accounting systems for individuals and establishments. Articling students in accounting firms are included in this unit group. Financial auditors and accountants are employed by auditing and accounting firms throughout the private and public sectors, or they may be self-employed.

- **Main duties**

Accountants perform some or all of the following duties:

- Plan, set up and administer accounting systems and prepare financial information for individuals, departments within organizations, businesses and other establishments
  - Examine accounting records and prepare financial statements and reports
  - Develop and maintain cost finding, reporting and internal control procedures
  - Examine financial accounts and records and prepare income tax returns from accounting records
  - Analyze financial statements and reports and provide financial, business and tax advice
  - May act as a trustee in bankruptcy proceedings
  - May supervise and train articling students, other accountants or administrative technicians.
- **Employment requirements**
    - Chartered accountants require a university degree and Completion of a professional training program approved by a provincial institute of chartered accountants and, depending on the province, either two years or 30 months of on-the-job training and Membership in a provincial Institute of Chartered Accountants upon successful completion of the Uniform Evaluation (UFE).
    - Certified general accountants and certified management accountants require a university degree and Completion of a training program approved by the Society of Certified General Accountants or Society of Management Accountants and

several years of on-the-job training and Certification by the Certified General Accountants Association or the Society of Management Accountants.

- Auditors require education, training and recognition as indicated for chartered accountants, certified general accountants or certified management accountants and Some experience as an accountant.
- Auditors may require recognition by the Institute of Internal Auditors.
- To act as a trustee in bankruptcy proceedings, auditors and accountants must hold a licence as a trustee in bankruptcy.
- Licensing by the provincial or territorial governing body is usually required for accountants and auditors practising public accounting.

Hours: Fulltime

Wage: Not Disclosed

Language Level: Good

Locations: Winnipeg – Manitoba

Accessible by Public Transport

Contact email:

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