



Accountant and Tax Analyst

Description

- The Tax Reporting Analyst is responsible for preparing and reviewing tax filings with a focus on personal, business and corporate income tax returns. This role performs complex tax calculations, prepares HST/GST returns, and reviews basic tax elections and supplemental filings to ensure accuracy and regulatory compliance. The Analyst collaborates with clients to support timely and accurate tax reporting. Success in this role requires strong analytical skills, attention to detail, and the ability to manage multiple deadlines in a fast-paced environment.
- Assist with preparation or review of Canadian federal and provincial income tax returns and review of returns, including being responsible for the accurate, and timely filing of all tax forms.
- Assist with CAD tax provision, tax payable and continuity schedule
- Supports the compliance process and review of commodity tax returns including sales and use tax, HST/GST, PST, excise tax, and other related filings
- Coordinate and liaise with personnel from accounting departments, business units and external service providers to ensure the monthly, quarterly GST/HST processes are accurately administered and completed
- Support the management of tax audits and assessments by performing technical

Closing Date

March 31, 2026

Categories

Business, Finance and Administration

Employer

MILESTONE BOOKKEEPING AND TAX SERVICES INC

Location

Central

Address

871 Notre Dame Ave
Winnipeg, R3E 0M4

Job Type

Contract

Education Level

Bachelor

Email

abeba.milestone@mail.com

analysis and gathering documentation in support of the audit process

- Consistently monitor and evaluate the internal processes and guidelines to ensure efficiency and provide recommendations on optimizing and automating the tax function while minimizing tax risks

Phone

(204) 772-8786

Duties

What will you do?

- Prepare **income tax returns** for solo proprietor's and corporation in accordance with applicable tax regulations
- Perform **complex tax calculations** including income allocations, distributions, maintain tax profile and adjustments
- Prepare and file **HST/GST returns** and related tax filings for fund entities
- Analyze financial data to support tax reporting and identify discrepancies or issues

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Qualification

- **What do you need to succeed?**

Must have:

- 4+ years of accounting or related experience in the financial services industry
- Accounting or business bachelor degree
- CPA or Working towards CPA designation
- Excellent verbal and written communication skills
- Proven organizational and time management skills
- Team player who will partner in the process

- Strong organization skills and professional communication ability (verbal and written) for a variety of audiences
- Proven technical, analytical and problem-solving skills
- Proactive, self-starter with a commitment to continuous improvement
- Demonstrable and exceptional attention to detail
- Excellent excel skills
- Ability to multi-task, prioritize, and work to deadlines in a dynamic, fast-paced environment
- Able to change direction in response to unexpected events or circumstances