



Tenisci Piva LLP is Kamloops B.C.'s largest independent accounting firm located in the centre of the downtown area. We are seeking a team-oriented, highly organized, **Full-time Manager** who is a technology enthusiast to join our community-minded, friendly, and approachable firm. Come work alongside our team of professionals and help us in our mission to serve our clients with exceptional business advisory, accounting, and tax planning services.

### Why Tenisci Piva LLP?

- **Community-Minded and Friendly Environment:** How we treat each other, and our clients is at the heart of everything we do. Join us, and you will be part of a supportive team that thrives on genuine connections and making a lasting, encouraging impact on your life.
- **Impactful Work:** We are committed to making a meaningful and positive impact on our clients, their business, and our community. Join us, and your work will directly contribute to our mission and the positive influence we seek to create.
- **Collaborative Culture:** We value collaboration, diversity, and inclusion. Working with us means you will be part of a supportive and inclusive work environment where your ideas and contributions are valued.
- **Professional Growth:** We believe in investing in our team members' growth and development. Join us, and you will be paired with a leadership team mentor to help you reach your goals as well as have access to ongoing learning opportunities with a clear path for advancement.

### We Offer:

- Competitive salary (base salary plus overtime and/or time off in lieu of overtime)
- Paid vacation and holidays to celebrate with friends and family
- Benefits package:
  - Health, vision, and dental benefits
  - Paid sick days
  - RRSP matching after 12 months of full-time service
  - Access to firm wellness programs and resources to support your physical and mental well-being
- Paid parking close to the office location
- Flexible work options
- Firm paid professional development and continuous learning
- CPABC Pre-Approved Program firm offering the Review and Assurance, Compilation, Tax (ACT) paths
- Paid team community volunteer opportunities
- Initial onboarding training followed by ongoing support with a fellow team member
- Mentor pairing that includes goal setting and career support with multiple touchpoints during the year

- Strength in our relationships and a sense of belonging
- A culture that fosters open communication and collaboration through encouraged feedback
- Modern technology workstations
- Firm sponsored social events and team building activities including Friday socials and casual dress day, weekly tax season perks, and team excursions.

### **Technical Competencies:**

- Technical Competencies:
  - Financial Reporting
  - Taxation and Government Reporting
  - Assurance
  - File Management
  - Client Relationships
  - Programs
- Manage and review Compilation Engagements, Review Engagements, Audits (this role may not require much in Audit unless you are interested in it) and Tax Compliance Engagements including corporate, personal, partnership, and trust returns for private clients
- Liaise and correspond professionally with clients, colleagues, and the firm leadership team
- Think strategically about client needs by understanding their business, tax structure, and key risks.
- Accept accountability for overall engagement completion and ensure all deadlines are communicated and met both internally with team members and partners and externally with clients
- Execute transactions through the provision of client services including planning, budgeting, scheduling, and coordinating engagements while managing work in progress
- Maintain high quality control by reviewing work of other team members for accuracy and completeness; provide feedback to team members
- Participate in the coaching and performance management process of the practice by conducting timely performance reviews and providing ongoing feedback and training to develop team members
- Commitment to quality, excellence, and continual professional growth for yourself and for those you manage

### **Enabling Competencies:**

- Communication (written and oral)
- Decision Making and Problem Solving
- Teamwork and Leadership
- Firm Contributions
- Self-Development
- Professionalism and Ethics

**Other Duties:** Handle additional tasks and projects as assigned.

**Qualifications and Requirements:**

- Completion of the Chartered Professional Accountant (CPA) designation; this designation will be discretionary based on relevant experience and tenure
- Minimum of four (4) to five (5) years of relevant public accounting experience
- Extensive working knowledge of Generally Accepted Accounting Principles (GAAP), Accounting Standards for Private Enterprise (ASPE) and Accounting Standards for Not-For-Profit Organizations (ASNPO)
- Supporting team members and clients in the provision of tax compliance including liaising with tax authorities at the Canada Revenue Agency (CRA) and various provincial jurisdictions
- Required overtime for tax season as per weekly allocations provided by partners
- Proficient use of technology
- Strong management skills, especially in the areas of scheduling, organizing, supervising, and multi-team managing
- Excellent written and verbal communication skills, including exceptional interpersonal skills to earn the trust and confidence of clients and colleagues at all levels and influence decision-makers
- Demonstrated ability to develop a positive rapport and business relationships with clients to understand their needs and execute plans to meet their objectives
- Enthusiastic desire for continuous learning
- Adaptable and open to change
- Excellent attention to detail and customer service skills
- Demonstrates a record of being organized, reliable, and punctual
- Ability to work independently and as part of a team demonstrating strong interpersonal skills
- Discretion and confidentiality when handling sensitive information
- Understands and adheres to operating procedures and practices as well as firm policies
- Models the firm's core values in daily interactions, supporting and fulfilling our mission and vision
- Additional considerations not set as requirements but assets to the position:
  - Previous Manager experience
  - Experience working with, or exposure to, accounting and tax software (cloud and desktop) such as CaseWare, TaxCycle/TaxPrep, Jazzit, QuickBooks and Sage 50

If you have a positive attitude, can work independently and with a team, can multi-task, and are excited to work in a fun, busy and growing firm, please apply now!

## **How to Apply:**

Interested candidates are invited to submit their resume along with a cover letter explaining their qualifications and why they are a good fit for the Manager position. Please send your application to [careers@teniscipiva.com](mailto:careers@teniscipiva.com).

## **Application Deadline:**

Posted until hired.

The position start-date would be as soon as possible.

## **Job Particulars:**

The base salary range for this position is between \$75,000 - \$90,000. This amount is before overtime pay. Overtime pay is in addition to the base salary.

- **Job Type:** Full-time: Monday to Friday 8:00 am - 4:30 pm (options for flexible work hours)
- **Work Location:** Hybrid (minimum three (3) days in-office)

Tenisci Piva LLP values its team members, and as a potential team member, we appreciate and thank you for taking the time to apply for this position! We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where all team members can thrive. We encourage candidates of all backgrounds and experiences to apply.

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.