

Role: **Manager (Private Enterprises), CPA**

Location: **Bluenose Accounting CPA**, West Bedford (Larry Uteck area)

## About the Opportunity:

Are you a recently qualified **Chartered Professional Accountant (CPA)** looking for your next step in public practice—one that offers real responsibility, influence, and a clear path toward **Associate or Partner**?

Bluenose Accounting CPA is a growing **three-partner firm** located in West Bedford, providing a full range of services from bookkeeping through personal and corporate tax planning. We serve individuals, owner-managed businesses, and non-profit organizations, and we're known for being approachable, collaborative, and deeply committed to our clients' long-term success.

We are seeking a **Senior Manager** who enjoys all aspects of public practice, thrives in client relationship management, and wants to play a meaningful role in shaping the future of our firm.

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## Your Role:

As a Senior Manager, you will work closely with the Partners, Senior Managers and Assurance team to lead client engagements, mentor staff, and deliver high-quality accounting and tax services across a diverse client base.

## Client Engagement & Technical Leadership

- Plan, execute, and complete **Compilation, review and tax engagements** (T1, T2, T3, T4, T5)
- Prepare and review **financial statements and note disclosures** under ASPE
- Review personal and corporate tax returns and provide practical tax planning insights
- Consult with clients on accounting, tax planning, and business planning matters
- Maintain proactive communication with clients to manage expectations and build trusted relationships
- Liaise with the CRA and other authorities as required

### Team Leadership & Development

- Manage, coach, and mentor junior and senior staff, including assigned coachees'
- Lead teams during fieldwork and actively manage engagement progress, timelines, and resourcing
- Review work for accuracy, completeness, and professional development feedback
- Contribute to ongoing technical and soft-skills training across the Assurance team
- Participate in recruitment, onboarding, and staff development initiatives

### Practice Management & Operations

- Manage multiple engagements concurrently, including scheduling, capacity planning, and deadlines
- Oversee bookkeeping and payroll processes across engagements
- Review account reconciliations and adjusting entries
- Identify process improvements and help implement efficient, compliant workflows
- Support onboarding of new clients and transitions to cloud-based technologies
- Identify opportunities to add value through cross-team collaboration and enhanced client services
- Contribute to firm initiatives, knowledge sharing, and a positive workplace culture

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### What You Bring:

- **CPA designation required**
- Bachelor's degree or diploma in accounting or a related field
- **1 to 5 years in public practice** serving private enterprises
- Strong experience with:
  - T2 corporate tax returns
  - Review and Compilation engagements
  - T1 personal, T2 corporate and T3 trust returns

- Sound professional judgment, strong analytical skills, and exceptional attention to detail
  - Proven ability to manage multiple priorities and meet deadlines
  - Strong interpersonal and communication skills with a client-first mindset
  - Self-motivated, collaborative, and comfortable taking ownership of work
  - Proficiency with **CaseWare/CaseView** and **TaxPrep or Cantax** (asset)
  - Experience with **QuickBooks Online**, Sage Accounting, and MS Excel (asset)
  - Knowledge of **investment holding companies** (asset)
  - Strong writing and verbal communication skills
  - Work as part of a team and independently
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## Why Bluenose Accounting

- Meaningful leadership role with **visibility and influence**
- Clear opportunity for growth into **Associate or Partner**
- Supportive, collaborative firm culture
- Flexible work arrangements
- A diverse client base and engaging, hands-on work
- Health plan includes health, dental, life and disability insurance (self, spouse and family)
- RRSP matching
- Banked overtime earns paid time off during summer and fall
- Free parking
- Dress casual work environment
- Paid professional development and dues
- 90% in-office work, with flexibility to work remotely as needed

Please forward CV and cover letter to [jobs@bluenoseaccounting.com](mailto:jobs@bluenoseaccounting.com). Only qualified candidates will be contacted for interviews.