

PROFILE
STUDENT ACCOUNTANT – CO-OP WORK TERM
EXPECTATIONS/OBJECTIVES

Basic job function:

Under adequate supervision, during a 4- or 8-month period, performs basic accounting processes on a variety of engagements, including audits, reviews and compilations of financial statements for a variety of industries and organizations and prepares income tax returns for both corporations and individuals.

The result will be having:

- Effectively completed Notice to Reader files
- Effectively completed corporate tax returns
- Effectively completed personal tax returns (if applicable)
- Participated in audit engagements (if applicable)

Major responsibilities:

The skills and responsibilities detailed below are to clarify current position expectations and outline goals for guiding performance until the next evaluation process is completed.

Job/Industry Knowledge

- Develops an understanding of the rules, regulations and code of ethics of the CICA
- Knows and applies general auditing, accounting, bookkeeping and taxation theory to client situations.
- Recognizes potential problems in engagements, formulates conclusions based on careful study of available facts and options and brings them to attention of senior staff when known
- Develops efficient use of Taxprep, Caseware, Caseview, MS Word, Excel and other software used by the Firm and uses the programs effectively (i.e. linking worksheets, formulas, etc.)
- Becomes very familiar with:
 - financial statement formats and their preparation
 - types of financial statement engagements offered by the Firm.
 - preparation of corporate and individual tax returns and other tax reports prepared by the firm
 - data processing, as assigned by other members of the Firm
 - working paper analysis, requirements and preparation techniques that are necessary depending on the type of engagement
- Develops an understanding of assurance engagement assertions and understands related procedures tailored to achieve the assertion
- Other duties as assigned

Quality of work (qualitative)

- Excellent attention to detail
- Develops gradual judgement of cost/benefit of procedure
- Organizes files neatly and efficiently
- Develops professional curiosity

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Quantity of work (productivity)

- Strong organizational skills; takes initiative for planning and maintaining consistent workload; multitasks
- Performs engagements within time budgeted;
- Keeps superiors informed of work status;
- Takes timely action on resolving scheduling problems
- Seeks assistance in a common sense fashion
- Develops sense of prioritizing
- Avoids unnecessary procedures

Teamwork

- A willingness to work in a team environment
- Takes initiative to complete the assignment, accept new responsibilities and goes beyond immediate demands, seeks work from others; handles more varied and completes assignments
- Engages in a healthy and neat work environment (coffee, dishes, faxes, office cleanliness)
- Assists others with questions
- Participates in staff activities
- Instills positive energy; avoids negative reactions

Service to External Clients

- Begins to develop client relationship skills
- Takes responsibility for completion of work assigned and displays good follow-up habits with the client
- Preparation of documents for and attends “closing meetings” with the client, manager and partner to become familiar with the completion process; provides input when needed
- Excellent interpersonal skills
- Ability to travel to client locations
- Supports partner/manager in superior client service

Marketing/Practice Development

- Regularly provides new prospects for Maximizer database
- Possesses research skills and demonstrates ability to document issues and conclusions based upon research completed.
- Becomes familiar with the various research sources of the Firm library (Knotia, Model Financial statements, CCH, tax publications, etc.)
- Attends “mingling” session at the beginning of the “Logan Katz Breakfast Seminar”
- Attends one other marketing initiative
- Identifies potential billing opportunities to manager/partner
- Shows an interest in the business aspect of the firm

Degree to Which the Firm’s Mission Statement and Core Values are Exhibited/Modeled

- Demonstrates various professional attributes in performance of duties; maturity, enthusiasm, dependability, positive attitude, sound business judgement, administrative skills
- Is familiar with mission statement and understands how a firm can differentiate itself from others

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Communication – Oral Skills & Written

- Practices effective listening skills
- Expresses ideas in a clear and effective manner in both oral and written communication
- Regularly checks e-mail and voicemail systems for messages and promptly responds to client and staff inquiries
- Able to draft courteous and professional e-mails to clients
- Writes with minimal spelling and grammatical errors
- Establishes practice of proof reading all documents prior to submitting for review
- Avoids asking same questions; develops effective skills to retain information

Organization and Commitment to Office Procedures

- Becomes familiar with the Firm's policies and procedures and understands the importance of adhering to them
- Understands and uses the Logan Katz required standard forms
- Becomes knowledgeable on the billing philosophy and processes
- Begins to develop project management skills; develops understanding of engagement roles and process

Quality of Leadership

The attributes of leadership include the ability to set direction, demonstrate personal character, mobilize individual commitment, and engender organizational capability. However, leaders do much more than demonstrate attributes. Effective leaders get results.

At this stage of one's career, we do not expect all leadership attributes to be fully developed. It is more reasonable to start observing some behaviour and actions that might be considered as early expressions of leadership skills. Examples of desirable behaviour include:

- Influences others: colleagues; clients; does not intimidate
- Demonstrates confidence; avoids hesitation; procrastination
- Participates in firm activities; committees
- Allows him/herself to be heard (staff meetings; staff events; marketing functions; etc.)
- Expresses professional curiosity
- Provides positive attitude in the office; avoids the expression of negativity
- Maintains calm, composure when the going gets tough
- Confronts difficult situations within reason
- Avoids blaming; shares successes
- Takes reasonable business risks (file procedures; communication; marketing; etc.)

Degree of innovation shown

- Recognizes opportunities of working effectively; efficiently
- Demonstrates strong judgment of cost / benefit
- Shares techniques that allow to work more effectively; efficiently
- Shares knowledge with staff
- Uses tools effectively: software, internet
- Identifies problems and suggests solutions

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Approach – Attitude towards errors

“Errors are human”, but when dealing with individuals’ taxes and business’s financial reporting, there is little room for them. Our success and well-being depends on continued business – errors, in particular repeated errors, result in reduced momentum, weakened focus, and ultimately lost business.

- Every LK employee must demonstrate intolerance towards errors. When they do occur, they must be learning experiences and should not be repeated in the future.
- Errors can be technical, judgmental or can be an inability to follow an office procedure that affects others.
- Acknowledge errors, understand the source and cause of the error, and be conscious of the business implications of the error.
- S/he is expected to keep errors to a minimum and ensure they occur less frequently as s/he develops.

Education and Experience

- Pursuing a Bachelors degree in Accounting or related field
- Should be qualified for and planning to pass a professional designation upon completion of University education