

ADMINISTRATIVE ASSISTANT-TAX

About Audacie :

Ready to discover a world that combines adventure, growth and fun? Audacie is not only an employer, but a dynamic center where passionate minds come together to create extraordinary synergy. If you are ready to join a dynamic clan that seeks innovation, promotes growth and celebrates your uniqueness, Audacie is a firm that will satisfy you.

Role and main functions:

Reporting to the Senior Director of Taxation, the Tax Assistant provides administrative support to various tax mandates by ensuring compliance with and application of administrative processes, as well as maintaining the uniformity of documents. They may also act as an intermediary between clients and the Senior Tax Manager.

More specifically, its tasks will be as follows:

Provide administrative support to ensure the efficiency of the tax department's mandates :

- Obtain powers of attorney and make appeals to the tax authorities;
- Transmit documents, forms (e.g., mandatory disclosures, EFILE returns) and correspondence via government platforms (Mon Compte, CRA, and MRQ);
- Review and correct tax documents (notes, letters, memoranda) and participate in the formatting of tables;
- Ensure the invoicing of tax mandates, including support to assistants for the T1/Q3 seasons;
- Prepare, transmit and follow up on mandate letters (e.g., T3);
- Update the T1/T3 client lists and the tax reorganization tracking file;
- Monitor the progress of tasks and keep client files up to date;
- Manage annual procedures related to tax seasons, including updating print filters, transmission procedures (EFILE/paper), and signature, according to changes;
- Prepare and transmit organizational charts, tax forms (CDA, rotations, tax elections) and other required documents;
- Support the preparation and filing of tax slips and follow up on the necessary information with clients.

Perform administrative tasks :

- Complete timesheet daily;
- Support other departments of Audacie Inc. for administrative tasks, as required;
- Perform all other related tasks.

Requirements :

- DEP, AEC or DEC in Administration/Accounting or related field;
- Experience in an accounting firm, an asset;
- Any relevant experience in a similar role is an asset;
- Strong interest in taxation;
- Knowledge of Microsoft Office suite (Word, Excel, etc.);
- Autonomy, resourcefulness, rigor;
- Fluency in French (spoken and written);
- Fluency in English is an asset.

Benefits and working conditions :

- Schedule of 37.5 hours per week ;
- 4 days week schedule during the summer ;
- Flexible hours ;
- Possibility to work from home ;
- Access to a group insurance plan ;
- Access to a telemedicine service and an employee assistance program (EAP) ;
- Casual and dynamic atmosphere ;
- Many organized social activities ;
- Work environment focused on fun, collaboration, trust, commitment and development.