



Financial Analyst – Indirect Tax

Are you interested in Tax Accounting and discovering the many taxes that affect businesses? Do you like the thought of working in a specialized niche of the industry and helping clients to recover thousands of dollars in refunds? Do you want to be part of a team with new and exciting opportunities?

BHM Professional Corporation is a boutique indirect tax firm working with clients in the Automotive industry. We are dedicated to minimizing the overall ongoing indirect tax costs for our clients. We are devoted to delivering a world class customer experience with each and every customer interaction.

At BHM, we live by our core values: Friendly, Honest, Reliable, Forward and Involved.

Diversity is important to us, and we believe our differences make us a better company. Our differences help us to be innovative, with new attitudes, new processes, and new solutions to difficult problems. We respect our differences, and this respect is shared throughout our culture.

As we grow, we want our employees to grow with us through our career advancement opportunities and continuous professional development.

As a result, you need to:

- Be enrolled in a University Co-op Accounting Program, or equivalent
- Be interested in pursuing a Chartered Professional Accountant (CPA) Designation
- Have knowledge in and comfortable with all Microsoft Office Suite products
- Knowledge or exposure to SAP Program is an asset
- Knowledge or exposure to DocuSign is an asset

If you are excited to learn, grow and evolve your career as part of an incredible team, you should apply for this role. If you still need a bit more information about the Co-op role itself, here's what it looks like.

You will be responsible for:

- Under supervision, review and analyze return information provided
- Assist in the preparation and filing of remittances and tax filings with applicable agencies
- Arrange for the appropriate payment to be made based on return status
- Follow up on filings and expected refunds
 - assist in researching issues related to client transactions
 - assist in preparation of audit documentation for various governmental audits
- Other duties as assigned

We are offering 4-month terms.

If you feel you have the work ethic needed for this position, we are excited to review and consider your resume to become part of our team.

We are committed to providing equal opportunities for persons with disabilities. Accommodations are available at all stages of the recruitment process, at the candidate's request.

Covid 19 Consideration:

As part of the BHM team, we want to ensure that our staff is adequately protected against any potential health risk. As such, we are listening and respecting both the government and our client guidelines related to Covid 19.