

# RAYMOND JAMES®

## TAX REPORTING ASSOCIATE (ENTRY-LEVEL)

Vancouver, BC  
Job Posting # 19-120

Raymond James Ltd. is seeking an Entry-Level Tax Reporting Associate to work in our downtown Vancouver office.

Raymond James Ltd. is Canada's leading independent investment dealer offering high quality investment products and services to Canadians seeking customized solutions to their wealth management needs.

The position requires an organized, team-orientated, and client-focused individual. The candidate must meet the department's tax season deadlines, assist with internal projects and provide solutions to client enquiries by working together with internal staff and Investment Advisors.

This role is ideal for a new graduate or for anyone who has an interest in pursuing a career in tax reporting and the financial services industry.

Specifically you will be:

- Responsible for income tax receipt (Canadian, US, Quebec) preparation during tax season;
- Provide quality control for tax receipt processing and distribution;
- Review client documentation for validity in accordance with CRA and IRS regulations;
- Prepare CRA and IRS tax remittances and reconciliations;
- Provide instructions to update client database for appropriate tax coding;
- Respond to branch office enquiries and requests as required;
- Conduct research for book value computations and presentation on client statements;
- Provide assistance to other Tax Reporting team members and Operations departments as needed; and
- Other duties as assigned.

To qualify for this opportunity you possess:

- Bachelor's degree in Business, Accounting and/or Finance;
- Previous accounting or financial services industry experience is considered an asset;
- Excellent proficiency with Microsoft Excel, especially with high volume data importing and manipulation;
- Working knowledge of Microsoft Access preferred, but not required;
- Basic knowledge of Canadian or US personal taxation is an asset;
- Excellent customer service skills;
- Excellent verbal and written communication skills;
- Keen attention to detail and the ability to learn quickly; and
- Flexibility and willingness to assist others as required.

This is a permanent full-time position with a competitive compensation and benefits package.

If you would like to join our team, please send a resume and covering letter, **quoting the position and Job Posting #19-120 by September 6, 2019 to:**



Human Resources  
Raymond James Ltd.  
[resumes@raymondjames.ca](mailto:resumes@raymondjames.ca)

To be considered for employment candidates will be required to provide proof of citizenship, permanent residency or eligibility to work in Canada with no restrictions. We require applicants to complete a background verification process prior to commencing employment with the company, including but not limited to a credit and criminal record check. Employment is contingent on the satisfactory completion of a pre-employment background check.

We sincerely thank all applicants who express an interest in this role: only those being directly considered will be contacted.

Raymond James Ltd. recognizes the value of a diverse workforce and appreciates the unique skills and special contribution of each employee. We are committed to accessibility for candidates through all stages of the recruitment process. Should you require accommodation, please contact Human Resources via email at [resumes@raymondjames.ca](mailto:resumes@raymondjames.ca).

