

Public Practice Sector

Entry Level

- Bookkeeping
- Clerical work
- Complete government forms
- Prepare personal income tax returns
- Compliance work with audits

Intermediate Level

- Assist with preparing financial statements
- Prepare corporate income tax returns and all related forms
- Prepare trust returns
- Assist and train junior staff
- Supervise junior staff

Senior Level

- Prepare and review financial statements
- Complete corporate tax returns
- Prepare management letters
- Involved with corporate tax planning
- Train and manage staff
- Responsible for planning, budgeting, and preparing audit files
- Prepare budgets and cash flow projections
- Involved with forensic accounting engagements
- Perform audit and assurance work