Staff Accountant / CPA Candidate

Mike Holloway CPA Professional Corporation
Public Accounting Firm | Downtown Brampton

NEW POSITION

Mike Holloway CPA Professional Corporation is a well-established and growing CPA firm serving owner-managed businesses, professionals, and individuals across the GTA. As part of our continued evolution and long-term growth strategy, we are expanding our team and seeking a **Staff Accountant / CPA Candidate** who is eager to build a long-term career in public accounting.

This role is ideal for a **CPA student or pre-approved program candidate** looking for hands-on experience, mentorship, and a clearly defined path for professional advancement within a growing firm.

Why Join Mike Holloway CPA Professional Corporation?

- Exposure to **full-cycle public accounting**: bookkeeping, financial statements, and taxation
- Direct mentorship from senior accountants and firm leadership
- A collaborative, supportive environment that values learning and professional development
- A growing firm with increasing client complexity and advancement opportunities
- Practical experience aligned with **CPA competency development requirements**
- Stable core hours with compensated overtime during peak periods

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Role Overview

As a Staff Accountant, you will work closely with senior team members across a diverse client portfolio. You will gain progressive responsibility as your skills and experience develops, making this role well-suited for candidates pursuing the CPA designation.

Key Responsibilities

- Bookkeeping and bank reconciliations for corporate and professional clients
- Preparation of financial statements, including:
    - Compilation engagements
- Preparation of corporate income tax returns (T2)
- Preparation of personal income tax returns (T1)
- Assisting with client inquiries and file documentation
- Supporting internal administrative and operational processes as needed

CPA Candidate & Career Progression Pathway

The firm is committed to developing talent internally. This role is structured with a **clear progression path**:

Level	Typical Timeframe*	Role Focus	Key Responsibilities	CPA Development
Staff Accountant / CPA Candidate	2 years	Technical foundation & exposure	• Bookkeeping and bank reconciliations • Preparation of compilation financial statements • Corporate (T2) and personal (T1) tax returns • Working paper preparation and documentation	• CPA PEP competency development • Regular technical feedback and coaching • Exposure aligned with CPA practical experience requirements
Senior Accountant	3 – 4 years	File ownership & client interaction	• Lead preparation of complex files • Review junior staff work • Direct client communication • Training and mentoring junior team members	• Advanced CPA competency development • Increased professional judgment • Leadership and supervision experience

Manager-level opportunities will arise as the firm continues to grow, with advancement based on performance, experience, and demonstrated leadership. The firm is committed to developing and promoting talent internally.

Qualifications & Skills

- Minimum **2 years of accounting or related experience** (public accounting preferred)
- Currently enrolled in, or planning to enroll in, the **CPA Professional Education Program (PEP)**
- Strong understanding of **Canadian GAAP**
- Detail-oriented with the ability to manage multiple deadlines
- Strong analytical, problem-solving, and organizational skills
- Excellent written and verbal English communication skills
- Experience with **CaseWare** is an asset
- A collaborative mindset and desire to grow within a CPA firm

Working Environment & Schedule

- Standard hours: **8:30 AM – 5:00 PM**, including a **30-minute unpaid lunch break**
- During personal tax season (mid-February to April 30), work is fast-paced with **paid overtime opportunities**
- Office is a modern open-concept loft in a heritage building; proximity to train tracks means occasional background noise

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Compensation

- **$52,000 to 72,000 annually**, commensurate with experience, education, and CPA progression