



**SUMMER STUDENT**  
**Full-time, Term position**  
**Located in Brandon or Russell, MB**  
**May - August 2022**

Sensus Chartered Professional Accountants Ltd. is a medium-sized, growth orientated public practice accounting firm with five offices in Manitoba (Russell, Brandon, Roblin, Shoal Lake and Virden) and one office in Yorkton, Saskatchewan. We are now hiring for a Summer Student within our Brandon or Russell, MB office.

General responsibilities include the following:

- Perform compilation and review engagements for incorporated and unincorporated business entities. This includes the preparation of financial statements.
- Perform audits on small and medium sized not for profit organizations to ensure compliance with accounting standards and statutory requirements.
- Attend municipal audits, perform testing and assist audit supervisor/ manager to gather information required to complete the audit.
- Prepare audit reports and audit findings communications.
- Prepare financial statements for the audited entities.
- Ensure accuracy and compliance to accounting standards, procedures and internal controls.
- Prepare general ledgers, journal entries and trial balances.
- Prepare bank reconciliations.
- Filing of GST / PST returns for clients.
- Assess fixed assets and depreciation.
- Preparation and filing T2 corporate tax returns.
- Store, update and retrieve financial data.
- Examine financial records and transactions.
- Act as support staff for various departments as needed.
- Perform clerical duties, such as maintaining filing and record systems.
- Answer customer inquiries.
- Perform general office duties.
- Attend in house training sessions.
- Attend regular staff audit / corporate year end meetings.

We appreciate the interest of all applicants, however, only candidates selected for interviews will be contacted.

**Please submit your resume to [bfordyce@sensuscpa.ca](mailto:bfordyce@sensuscpa.ca) for consideration**

Office Locations:  
Brandon, Russell, Roblin, Shoal Lake  
Virden, MB and Yorkton, SK

Audra Nychuk CPA, CA  
Ian McMullan CPA, CA  
Brett Fordyce CPA, CGA  
Kyle Paul CPA, CA  
Tiffany Bodnariuk CPA, CA

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