

## **PERSONAL TAX REVIEWER (TEMPORARY, PT TO FT) | JOB SUMMARY**

**Date posted:** March 11, 2026

**Pay:** CA\$40.00-CA\$50.00 per hour

### **JOB DESCRIPTION: Personal Tax Reviewer (Temporary, PT to FT)**

#### **About KWB Chartered Professional Accountants**

For almost 30 years, KWB has supported Alberta's small and medium-sized businesses, the entrepreneurial heart of our community. With a team of about 30 people, we're large enough to offer deep expertise yet small enough to truly know our clients and each other. We help business owners simplify their accounting, improve profit, and achieve their goals through accurate financial work, practical advice, and coaching that helps them make confident decisions.

At KWB, how we work matters as much as what we do. Clear communication, accountability, teamwork, and innovation guide how we work together and with our clients. You'll feel at home here if you value collaboration, curiosity, and continuous improvement, and if you take pride in being approachable, professional, and supportive. We're proud of our flexible, hybrid-supported environment and culture where people can do meaningful work, feel connected, and maintain balance.

#### **About the Opportunity**

This temporary role supports the personal tax season from April 1 to April 30. It is offered as full time with a typical week of 40 to 44 hours, or also open to Part Time. Regular office hours are required, and the firm offers either in-office, or a hybrid work environment to help balance focused work with team connection.

This is an opportunity to use your tax preparation knowledge and review experience in a setting that values accuracy, efficiency, and thoughtful client service. The firm operates in a fully digital environment using cloud-based tools, including iFirm Tax, which helps maintain a smooth workflow and allows you to focus on return preparation rather than paper gathering.

We hire additional resources in March and April to commit to a pleasant work environment, so you will be able to enjoy the work without the stress of working excessive hours in April. This role suits someone who enjoys organized deadlines and finds satisfaction in producing accurate work that clients can rely on. A short onboarding period is provided to get you comfortable with the firm's systems, workflow, and approach to client communication.

#### **How You'll Make a Difference Here**

Your work will help clients feel confident that their tax returns have been prepared with

care. You will apply your technical knowledge, attention to detail, and organized approach to ensure returns are complete, accurate, and submitted on time. You will also support clients through clear communication, helping them know what is needed and what to expect.

### **How you'll contribute:**

- Review a high volume of Canadian personal tax returns with accuracy and consistency.
- Use iFirm Tax and cloud-based tools to review tax information.
- Identify missing or unclear information and follow up with team members and clients to keep returns moving forward.
- Communicate professionally by email and phone, helping clients understand what is needed.
- Work independently while connecting with the team for questions, second opinions, and workflow coordination.
- Maintain organized digital files to support a smooth, fully paperless process.
- Contribute to a positive client experience by being responsive, clear, and reliable during a busy season.

### **About You**

You bring significant experience preparing Canadian personal tax returns and are comfortable working in a fast-paced, deadline-driven environment. You pay close attention to detail, communicate clearly, and appreciate the structure that tax season provides. You work well independently but value being part of a small, supportive team.

You will succeed in this role if you:

- Have accurately reviewed a high volume of personal tax returns in recent years and can work with minimal direction.
- Are comfortable with cloud-based tax software; experience with iFirm Tax or Taxprep is an asset.
- Communicate clearly and professionally with clients and colleagues.
- Stay organized, manage multiple returns at various stages, and keep track of follow up needs.
- Enjoy focused work, steady deadlines, and contributing to a well-coordinated team effort during tax season.

### **Why Join Our Team?**

You'll find an environment built on trust, collaboration, and genuine care. We value people

who take pride in doing things well and enjoy supporting others. Flexibility and balance are part of how we work, and you'll be surrounded by teammates who are approachable, helpful, and generous with their knowledge. Our culture encourages curiosity and continuous improvement, offering opportunities to learn, contribute ideas, and grow over time.

Here's what you can expect when you're part of the team at KWB:

- A collaborative work environment where people genuinely enjoy working together.
- No excessive overtime, because balance matters.
- Opportunities to learn and develop your skills.
- When you come to the office, free parking, a welcoming staff lounge, and a fitness room on site.
- Being part of a team that has modernized accounting through real-time tools and business coaching.
- And if you love dogs, you'll enjoy our dog-friendly office.

*This is a temporary hourly position with an expected range of \$40 to \$50 per hour, depending on experience, skills, and responsibilities. Compensation is aligned with the nature of the role and the balance it provides.*

### **How to Apply**

For more information on KWB and the people who work here, please visit [www.kwbllp.com](http://www.kwbllp.com). If you see yourself in this opportunity and would enjoy working in a professional, friendly environment with other talented people, please send your resume to [careers@kwbllp.com](mailto:careers@kwbllp.com).

Job Types: Full-time, Part-time

Benefits:

- Casual dress
- Company events
- Flexible schedule
- On-site gym
- On-site parking
- Work from home

Experience:

- Personal Income Tax: 3 years (preferred)

Work Location: Hybrid remote in Edmonton, AB T6E 5J4