



Firm Administrator

Who we are

Baker Johnston Dyson are a boutique firm of accountants and business advisors. We are building a strong team of energetic professionals who support each other so that, together, we can serve our clients and make a difference.

At a boutique firm you have the opportunity to engage closely with clients, making a difference every day, providing you with high job satisfaction and the opportunity to learn about many businesses and industries. You will grow in your expertise related to long-term business management and growth. We want to see businesses and organizations grow and thrive and approach every relationship with a team-based mentality.

We enjoy what we do and are more than just accountants. We take pride in building long-term relationships by helping businesses and organizations reach their goals. We also take pride in recruiting and developing our team members as they grow within our firm.

We are looking for a full-time firm administrator to perform financial, administrative and clerical duties in support of our team. This is an opportunity for a professional individual who values supporting a team and who has strong interpersonal and organizational skills and exceptional attention to detail.

A career with Baker Johnston Dyson will provide

- A fast-paced work environment which challenges your potential and encourages learning and professional development
- Exposure to all aspects of business, including financial accounting and reporting, taxation compliance and planning, financing, business strategy, etc.
- Experience working for a diverse client base across a variety of industries
- A “life-work” balance, including top tier compensation
- At times, business needs arise and employees are required and agree to work beyond their normal workday or work week to fulfill the accountabilities required for their role. Likewise, people need time to devote to personal matters, our approach to flexibility provides for this.
- Ongoing coaching and support for professional development and growth of our team members

Firm Administrator cont'd

What you will do

- Work closely with the team to complete all administrative tasks in a timely manner and with great attention to detail
- Be efficient with electronic filing, scanning and photocopying
- Draft documents including correspondence, reports and presentations
- Review documents and financial statements for accuracy
- Participate in development of internal systems and processes
- Plan office events
- Prepare for client meetings
- Manage calendars
- Tend to client relations and duties of any frontline reception
- Execute components of client bookkeeping
- Other support, administrative and accounting related duties

What you bring to the role

- Graduate of an administration program, post-secondary program or equivalent administrative experience in a professional office environment
- Proven experience and dedication to achieve high standards of client service and professionalism in the performance of duties
- Experience working for a public accounting firm
- Demonstrate sound judgment regarding confidential and sensitive matters
- Above average time management, organizational skills, attention to detail and multi-tasking
- Advanced working knowledge of MS Suite
- Working knowledge of industry-specific software
- Excellent verbal and written communication skills
- Takes initiative as well as direction
- Ability to multi-task and meet multiple and/or unexpected deadlines in a demanding environment

Please submit your resume and cover letter to admin@bakerjohnstodyson.ca