Tax Analyst

Rozek & Associates

Job ID
10772

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LOCATION	DATE POSTED	EXPIRY DATE
#301 - 1220 Kensington Road NW, Calgary, AB| Alberta	12-09-2026	11-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 43.27	2 years to less than 3 years	Bachelor's degree

Job Details

Company Operating Name: Rozek & Associates

Business address: #301 - 1220 Kensington Road NW, Calgary, Alberta

Title of Position: Tax Analyst

Terms of employment: Full time; Permanent Position; 30 hours per week.

Wage: $43.27/hour

Duties:

• Prepare and review corporate and personal tax returns in compliance with Canadian (CRA) and U.S. (IRS) tax legislation

• Analyze financial records to determine tax liabilities and reporting obligations, including cross-border transactions

• Ensure compliance with the Income Tax Act, Internal Revenue Code, and applicable tax treaties

• Prepare tax working papers, schedules, and supporting documentation for filings and audits

• Identify tax risks or discrepancies and recommend corrective actions

• Assist with tax planning and advisory services to optimize tax efficiency while maintaining compliance

• Respond to tax audits and inquiries from regulatory authorities

• Monitor changes in Canadian and U.S. tax laws and update internal processes accordingly

Language: English

Level of Education: Bachelor’s degree. Chartered Professional Accountant (CPA) designation or an equivalent professional designation. Knowledge of International Financial Reporting Standards (IFRS) and U.S. GAAP is an asset.

Work Experience: 2 to 3 years of relevant work experience.

Location of work: #301 - 1220 Kensington Road NW, Calgary, Alberta

Contact information: Interested applicants must send a resume and cover letter to: cv@rozekcpa.com

We encourage applications from youth and members of underrepresented groups to apply.

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