



Position Title: Tax Reporting Administrator

Location: Toronto, Ontario

Reporting To: Manager, Tax Reporting

Position Overview: The ideal applicant will be responsible to ensure all processing complies with AML standards, CRA and Revenue Quebec regulations. This individual will work as part of highly motivate team, and is willing to deliver “best in class” service

Duties and Responsibilities:

- Daily printing of tax breakdown excel spreadsheets (T5,RL3,T3,RL16,T5013,RL15 tax slips) from the CDS tax website
- Daily review and verification of information reported on the excel spreadsheets against Dataphile Entitlements module
- Review CDS uploads match information uploaded to the year end module
- Update year end tabs to correct any errors from the CDS uploads
- Update year end tabs to correct any errors from the Entitlements module
- Create tax slip amendments to reflect any changes of tax breakdown received from the companies
- Create an excel spreadsheet for non cash distributions reported on the T3 excel spreadsheet
- Print various tax slips in test mode for further verification of amounts reported on the tax slip Box fields
- Print various tax slips from the printing vendor (Doxim) site
- Respond to clients requests for copies of various tax slips, in a timely manner
- Perform other duties as assigned
- Adhere to company policies and procedures

Education:

- Post secondary education or College degree
- Minimum of 1 year experience in the Financial industry working environment

Qualifications:

- Familiarity with the CRA and Revenue Quebec tax slips (T5,RL3,T3,RL16,T5013,RL15)
- Good mathematical skills with focus on accuracy
- Ability to prioritize work and meet time critical deadlines
- Ability to work with minimal supervision, being proactive and able to make suggestions which will improve daily processing areas.
- Intermediate knowledge of Microsoft Word, Excel, Outlook, Explorer
- Good verbal, written and interpersonal communication skill to effectively communicate and resolve issues
- Good time management and analytical skills
- Team builder and willingness to work in a team environment
- Experience using Dataphile will be an asset but not required