

Accounting Co-op Student – Personal Tax Focus (January – April 2027)

Location: Williams Lake, BC

Firm: PMT Chartered Professional Accountants LLP

Term: 4-month full-time paid co-op (January to April 2027)

About Us

PMT is a small regional accounting firm with two offices serving individuals, owner-managed businesses, and not-for-profit organizations throughout the Cariboo. We provide personalized, practical accounting, tax, and advisory services in a collaborative and supportive environment.

Position Summary

We are seeking a Co-op Accounting Student with an interest in personal taxation to join our team for the Winter 2027 term. This position is ideal for a student who enjoys working with clients and learning about real-world tax issues. The primary focus will be on preparing personal income tax returns (T1s), with opportunities to gain experience in bookkeeping, compilation engagements and other public practice activities as time permits.

Key Responsibilities

- Prepare individual income tax returns (T1) using firm software
- Assist in gathering and organizing client tax information and supporting documents
- Communicate with clients to clarify details and ensure accurate reporting
- Support the preparation of working paper files for compilation engagements
- Perform bookkeeping and financial data entry tasks as required
- Contribute to general office support and administrative processes during the busy tax season

Qualifications

- Currently enrolled in an accounting or business program with a co-op component
- Knowledge of basic Canadian personal tax rules and experience with T1 preparation (academic or practical)
- Strong attention to detail and accuracy when handling confidential client information

- Proficient in Microsoft Excel and Word; familiarity with tax or accounting software (e.g., TaxCycle, CaseWare, QuickBooks) is an asset
- Excellent communication and organizational skills
- Positive attitude and willingness to learn in a fast-paced small firm environment

What We Offer

- Practical, hands-on experience in personal and small business taxation
- Mentorship and direct supervision by experienced practitioners
- Exposure to a variety of accounting firm functions, including compilations and bookkeeping
- Supportive, friendly small-office culture
- Competitive compensation and potential for future co-op placements or permanent opportunities

Compensation

The wage range for this position is \$22.00–\$24.50 per hour, depending on qualifications and experience. Overtime opportunities are available during busy periods, particularly throughout tax season, providing students with the opportunity to increase their earnings while gaining valuable hands-on experience in public practice accounting and taxation. Overtime will be compensated in accordance with applicable British Columbia employment standards.

How to Apply

Please submit your résumé, cover letter, and unofficial transcript through your university's co-op portal or directly to joinus@pmtcpa.com.