

JOB TITLE: Tax Reporting Specialist
DEPARTMENT: Operations, Worldsource Wealth Management Inc. (“WWM”)
REPORTS TO: Senior Manager, Registered Products
LOCATION: Markham, ON

JOB STATEMENT:

The Tax Reporting Specialist requires a comprehensive knowledge of the Canadian, RRSP’s/TFSA’s RRIFFs, and US income and capital tax laws. The individual will be constantly abreast of the changing tax laws related to Registered Plans and policies of the multiple taxing jurisdictions within Canada and the US. This highly motivated and energetic candidate must ensure all requests and inquiries from advisors, clients, and head office are processed accurately and in a timely manner according to the established service level agreements. The respective control accounts are reconciled by the established deadlines.

ESSENTIAL FUNCTIONS:

- Processing year-end taxes to finalize tax records, to produce and report NR4, T4/R2, T4A/R1, T550/T3GR, TFSA, FATCA/CRS;
- Compiling, reviewing, reconciling, and remitting WHT taxes rates for each pay period to CRA & MRQ in accordance with defined pay dates, adhering to legal deadlines;
- Overseeing and assisting in the generation of all tax slips for all investors. Also, producing manual estate tax slips and XML using Tax-Prep and filing before deadline;
- Ensuring any changes to tax forms, guides, tax packages, and any other CRA/MRQ/IRS publications changes are implemented before year-end;
- Analyzing the impact of new legislative tax changes on current administrative processes and documenting the procedures;
- Managing the FATCA/CRS compliance in a number of jurisdictions, assisting in bringing corporate/trust clients into compliance with annual reporting, such as the Common Reporting Standard (CRS) and the Foreign Account Tax Compliance Act (FATCA);
- Monitoring tax legislation to ensure accuracy of filing position to provide maximum benefit, and to continuously locate methods to improve overall efficiency, including tax reconciliation to clients;
- Analyzing complex situations and making appropriate decisions to avoid financial risk,
- Cleaning up TFSA/FATCA/CRS accounts rejected by CRA if any, research, fix and resubmit amended XML;
- Investigating and applying tax ID, FATCA GIIN, TIN and updating the status of reporting when required;
- Participating in ad hoc projects/analysis or reporting as assigned; and
- Assisting other areas within the department during cyclical periods.

QUALIFICATIONS:

- Post-secondary degree or equivalent experience
- Minimum of 5 years of experience in Registered Plans Tax Reporting with an IIROC or MFDA dealer
- Advanced Microsoft Office skills including: Lookups, Index, Mail Merge, Match, Pivot Table and Macros
- Strong communication and organizational skills
- Effective problem solving, and analytical skills
- Excellent attention to detail, and problem-solving skills

- Ability to work independently as well as in a team environment
- Familiarity with Dataphile preferred

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@worldsourcewealth.com.

Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.