



Tax & Audit Specialist Full-Time

Campbell River Region
Campbell River

Monday August 31, 2026

\$31 - \$40/ hour (\$77,068.00 to \$96,335.00 per annum)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers/tax-and-audit-specialist-campbell-river>

Expiry Date:

Monday, September 14, 2026

Details:

We are looking for a Tax & Audit Specialist to support tax planning, tax accounting, tax reporting, audit activities, and other related financial functions across a large group of companies. In this role, you will research and interpret Canadian tax legislation, support internal and external audits, and help identify ways to improve tax processes, controls, and overall efficiency. You will work closely with different teams and stakeholders, providing practical support on a variety of tax and accounting matters. This is a great opportunity for someone looking to move from public practice into a corporate environment, or for an experienced corporate tax professional who is ready for a new challenge. The ideal candidate is analytical, detail-oriented, and comfortable working independently while managing multiple priorities and deadlines. Strong communication skills, sound knowledge of Canadian taxation and accounting, and the ability to work effectively across a busy group of companies are important for success in this position. Your contributions to the team:

- Prepare tax returns, including personal (T1), corporate (T2), and trust (T3) returns.
- Prepare information returns, including partnership (T5013), statements of investment income (T5), and statements of contract payments (T5018).
- Prepare indirect tax returns, including GST/HST and PST, as well as new housing rebates and self-assessments.
- Coordinate with the group's various business units to obtain the information required for tax reporting and compliance.
- Conduct tax research and analysis and provide recommendations on tax-related matters.
- Prepare and maintain working papers, reconciliations, and supporting documentation for external audits.
- Liaise with the CRA on a variety of tax-related matters on behalf of the corporate group.
- Liaise with external tax advisors and

auditors and coordinate requests for information and documentation. • Assist with corporate reorganizations and other tax planning initiatives. • Monitor tax filing deadlines, assessments, notices, and outstanding tax matters across the group. • Review tax assessments and CRA correspondence and follow up on discrepancies or issues as required. • Assist with the preparation and review of tax provisions and tax-related financial reporting. • Identify opportunities to improve tax processes, controls, and reporting across the group. • Assist with ad hoc tax, accounting, and financial reporting matters as they arise.

What we offer:

Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$77,068.00 to \$96,335.00 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering:

- Employer paid extended health, vision, and dental coverage (including family)
- Employee and Family Assistance Program
- Employee Referral Program
- Yearly health and wellness benefit
- RPP eligibility after 1 year
- Employee recognition program
- In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful:

- Bachelor's degree in accounting, finance, or equivalent experience.
- CPA designation preferred; CPA candidates with relevant experience and a proven track record will also be considered.
- Minimum 4 years

of professional experience in Canadian taxation, with a comprehensive understanding of the Income Tax Act (Canada). • Experience working with external tax advisors and auditors is an asset. • Experience dealing directly with the CRA and handling tax-related inquiries and correspondence. • Strong written and verbal communication skills. • Ability to handle confidential financial and tax information with discretion. • Strong work ethic, sound judgment, and a high level of accountability. • Strong analytical and critical-thinking skills. • Proficiency with tax preparation software and Microsoft Office, particularly Excel. • Strong organizational skills and attention to detail, with the ability to manage multiple deadlines and priorities. • Ability to work independently and take ownership of assigned responsibilities.
