



# Luyks Siemens Helder LLP

## Chartered Professional Accountants

Mailing Address:  
43010 Dexter Line  
Union, ON N0L 2L0

Phone: (226) 210-3600  
Fax: (226) 636-5950  
Web: [www.lshcpa.ca](http://www.lshcpa.ca)

Physical Address:  
555 Talbot Street East  
Aylmer, ON (rear side)

## *Job Description – Client Administrator Contract Position*

### *About Luyks Siemens Helder LLP (LSH):*

LSH is a small public accounting firm located in Aylmer, Ontario. With three partners and five professional staff, we are a dedicated and empowered team who seeks to provide superior accounting and taxation services and advice to our clients.

Our firm values integrity, quality, respect, community, and work/life balance.

Our staff describe our culture as inviting, safe, friendly, respectful, client focused, and team oriented. They appreciate our open-door policy, open communication and team-oriented environment.

### *About the Client Administrator*

LSH is seeking to hire a full-time individual for the Client Administrator Contract Position to June 30, 2026. The position is for an in-office work arrangement. Following is a list of credentials, technical knowledge, soft skills and software experience relevant to the Client Administrator position.

#### Credentials and Experience

- Diploma in Office Administration or equivalent is preferred
- 3+ years working in a public accounting firm is preferred

#### Routine Tasks

- Open and close office daily
- Answer phones, direct calls and take messages
- Greet and assist clients at front counter
- Assemble year-end packages and tax returns (T4 / T5, T1 (personal), T2 (corporate) and T3 (trust)) in paper and electronic format
- Manage and order supplies inventory
- Manage client records internally (paper (up to 40 lbs.) and electronic), including delivering to staff, scanning, faxing and returning to clients
- Accept and record client payments, send customer statements
- Pick up, prepare and deliver mail



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- Maintain office, including water plants, post information for clients on exterior door, empty dishwasher and generally keep the office tidy and presentable for clients
- Coordinate staff lunches, including ordering and pick-up
- Assist partners with various tasks as requested

### Soft Skills

The following soft skills are critical to the Client Administrator role:

- Mature ethics, including integrity, honesty and respectful of differences of opinion
- Self-motivated
- Willing team player and personable
- Strong Communication Skills (Oral and Written)
- Ability to work independently, manage time well and self-organize effectively
- Close Attention to Detail
- Strong problem-solving skills, including being strategic and thinking big picture

### Software Skills

#### Required

- Microsoft Office Suite (Word, Excel, Outlook)
- PDF Editing Software

#### Preferred

- CaseWare Working Papers / CaseView
- Tax Preparation Software (T1, T2 and T3), preferably CCH TaxPrep (iFirm or Desktop)

### Hours of Work

- Standard work week (January – June) is 37.5 hours (Monday - Friday)
- Standard work week (July – December) is 28 hours (Monday – Thursday)

### Compensation and Benefits

- Salary range of \$19 - \$23 /per hour