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Specialisterne Canada is recruiting!

Specialisterne Canada specializes in working with businesses to help them recruit and integrate neurodiverse talent into their workforce. Presently, Specialisterne Canada is working with the CRA to recruit for co-op positions within their Taxpayer Services and Dept Management Team in Scarborough.

The CRA values the diversity of talents, skills and perspectives. The CRA’s success at maintaining a diverse and representative workforce is due to a commitment to creating a workplace of inclusion, equal opportunity, fair employment, mutual respect, and appreciation for differences that goes far beyond legislative requirements.

Specialisterne Canada provides recruitment, staffing solutions and management support to businesses interested in employing neurodiverse talent. A different perspective or an alternative communication style can be a great asset to any employer, yet because of standard recruitment processes and management practices, many people on the spectrum or with similar conditions face systematic barriers to accessing and maintaining employment. Our process is designed to avoid these barriers.

The start date is planned for September 3, 2019. A description of the role is provided below. Please note that there are 6-10 openings available.

Please note: This opportunity is only available to neurodiverse students. The deadline to apply is June 18, 2019.

Role Description

**TRUST ACCOUNTS COMPLIANCE OFFICER**
Canada Revenue Agency (CRA)
4-month Co-op placement
Scarborough, ON

Are you organized and detail oriented? Interested in an opportunity to gain valuable work experience and learn about tax related processes and compliance? Does reviewing and analyzing information to identify errors sounds like something you’d enjoy?

Here is what you will do:

- Analyze corporate tax return information (GST/HST) and review financial information policies and relevant legislation to identify taxpayer accounts requiring corrective action.
- Verify and amend taxpayer information (e.g. Contact information, filing status, payments) in CRA databases and update accounts as needed.

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- Use scripted communication to contact taxpayers by phone to understand reasons for non-compliance.
- Provide taxpayers information about policies and procedures and agree on payment and returns deadline according to established CRA procedures and guidelines.
- Issue and send templated letters to taxpayers who failed to meet agreed payment or return deadlines.
- Escalate issues to management in line with established protocols and document all actions taken on the accounts.

**In performing this role, you will:**
- Be currently rolled in a post-secondary program at an Ontario university or college.
- Be available for full-time co-op work term, starting in September, 2019.
- Apply your strong attention to detail to review detailed information with high levels of accuracy.
- Use your communication skills to provide information both verbally and in writing to taxpayers, colleagues and managers.
- Use your analytical skills to research and investigate information and identify errors and gaps in data.
- Use your ability to work efficiently and prioritize your work to complete tasks within given timelines.
- Deal with sensitive information in a professional manner and with integrity.

**The Recruitment Process**

**Registration**
The first step in the recruitment process is for interested candidates to register to participate in Specialisterne’s Post-secondary Employment Bridging Program. This will involve completing an online registration questionnaire.

**Employment Discovery Workshop**
The next step in the Specialisterne recruitment process is an Employment Discovery Workshop on campus. It is a hands-on, task-based experience where you will work on specific projects in a relaxed setting. It is an opportunity to learn about our approach to hiring, and for us to get to know you – what motivates you, your interests and your strengths.

**Application**
Students who have participated in an Employment Discovery Workshop are eligible to apply to the roles of interest. This will include completing a job application questionnaire and submitting a resume to Specialisterne.

**Employment**
Employment offers are made to the candidates who are most suitable for the roles. Once selected as the successful candidate for the role, Specialisterne provides support during the
training for and transition into the role. This helps to ensure that each employee feels well prepared and comfortable to perform in their new position.

Those not selected can have their profiles added to our database for consideration for other more suitable job opportunities in the future.

**To Apply**

Please read the role descriptions carefully.

All applications need to be completed in full by **June 18, 2019**.

To register and apply for this opportunity visit [www.specialisterne.ca/bridge](http://www.specialisterne.ca/bridge).

Please note that this opportunity is only available to individuals identifying as neurodiverse, defined for the purpose of this program to include individuals with autism, ADHD/ADD, PDD-NOS, OCD, learning disabilities, clinical anxiety, and similar conditions.

If you have already participated in a Specialisterne Employment Discovery Workshop but wish to be considered for these roles, please send an email to bridge@specialisterne.ca.

Please direct any questions via email to bridge@specialisterne.ca. If you prefer to speak on the phone, send us an email and we will schedule a call.

For more information about Canada Revenue Agency, go to [www.canada.ca/revenue-agency](http://www.canada.ca/revenue-agency).

We look forward to hearing from you!