



Job Description

Job Title: Accounting Technician

Department: Audit

Reports to: Auditor(s)

POSITION SUMMARY

The Audit Technician contributes to the provision of audit services through the preparation of audit files. This position reports directly to the auditor(s).

ACCOUNTABILITIES:

- Assist in the preparation of not-for-profit audits including:
 - Follow Canadian auditing standards and accounting standards for not-for-profit organizations
 - Determine and recommend adjusting entries
 - Assist in creating management points
 - Reconcile GL accounts, including but not limited to cash, prepaid expenses, accounts receivable, accounts payable, deferred revenue, investments and capital assets
 - Perform audit procedures on revenue and expense accounts including payroll
 - Identify audit issues, investigate discrepancies and determine resolutions with the assistance of the auditors
 - Create draft financial statements and note disclosures
- Communicate with clients via email, phone and in person
- Work independently and as a member of a team when on-site

Contributing to the Federation

- Learning about the Federation, our services and members
- Adherence to Federation policies and procedures
- Other duties may be assigned as necessary.



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PREREQUISITS:

- Minimum of an Accounting Diploma or related experience
- Experience working on audit engagements
- Experience working as a bookkeeper preferred
- Proficiency in Quickbooks, Simply Accounting and Caseware
- Competently be able to read and write English

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of MS Office (Word & Excel) and Email
- Knowledge of general ledger analysis and asset
- Skill in planning and organization
- Skill in problem solving
- Ability to communicate effectively (verbally and written) and fluently in English
- Ability to work independently or in a team environment
- Ability to manage time effectively and prioritize
- Ability to accept supervision and follow instructions

HOURS OF WORK:

- 35 hours a week
- Compressed work week available – Monday to Thursday

SALARY

Commensurate with experience. The Federation offers a competitive compensation and benefits package.

Please send your electronic résumé and cover letter to: Leslie Evans, Executive Director
leslie.evans@calgarycommunities.com.

Please note that only candidates invited for a preliminary interview will be contacted.

Note: The statements herein are intended to describe the general nature and level of work performed, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.