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- Mentoring, coaching and supervision of the audit support staff
- Work collaboratively with other public practices on-site
- Assist in maintaining the Quality Assurance Manual and implementing feedback from the Practice Reviews
- Recommend operational controls and process improvements

QUALIFICATIONS

- Meet the requirements to register a public practice in your name (recognized accounting designation along with 5 years of progressive assurance and tax experience in a public practice)
- Ability to establish a practice public accounting firm and audit under the Regulated Accounting Profession Act
- Demonstrated technical understanding of Part III of the CPA Handbook

KNOWLEDGE, SKILLS, AND ABILITIES:

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- Not-for-profit audit experience
- Demonstrated understanding of GST for both non-profit and charities
- Proficiency in Caseware, Microsoft Word and Excel and cloud-based case management software (we use Karbon).
- Knowledge of Simply Accounting, Quickbooks and other off the shelf accounting programs an asset
- Excellent oral and written communication, organization, and time management skills
- Experience in public speaking and group facilitation
- Ability to work effectively independently, or as part of a team and able to build positive working relationships

HOURS OF WORK

- 40 hours per week. Some evening and weekend work might be required particularly during peak periods.
- Flexible hours with a hybrid working model

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

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

NOTE: This is an employment opportunity. Public Practices looking to expand their own practices will NOT be considered.