



Job Title: Audit Manager

POSITION SUMMARY

Working with a team of public practice accountants, you will be part of a unique financial audit program providing audit engagements to not-for-profit organizations. You are a leader that loves to motivate teams and takes pride in a job well-done.

As part of the management team, you will support audit teams and ensure the correct accounting practices and methodologies are applied to our clients. Our public practice auditors will look to you to add value by reviewing junior technicians' work while working on larger files as part of a team.

This is an excellent opportunity to grow your career in non-profit audit and for the right candidate, this role could be a succession into a public practice auditor role, through our unique model.

ACCOUNTABILITIES:

Audit Services

- Oversee and manage our clients' audits from planning to completion.
- Participate on audit engagement teams as a lead.
- Review larger files or those of junior technicians, ensuring completeness of file for auditor review.
- Work with four public practice members to maintain robust quality management policies and processes.
- Apply the non-profit audit and accounting practices/methodologies designed by the four public practice auditors on client engagements.

Additional Responsibilities

- Mentoring, coaching and supervision of the audit support staff
- Work collaboratively with public practices on-site
- Assist in maintaining the Quality Management Policies and Procedures
- Recommend operational controls and process improvements.

QUALIFICATIONS

- Canadian CPA designation or international equivalent.
- 3-5 years of experience working in a professional public practice accounting firm.
- Previous experience using ASNPO reporting standards.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent client service skills with an aptitude to understand the clients' business to develop and maintain strong client relationships.
- Ability to manage conflicting demands and priorities.
- Dedication and motivation to achieve high standards of client service.
- Proven background of building a client base and adding revenue.
- Strong team player and have meticulous attention to detail.
- Demonstrated understanding of GST for both non-profit and charities
- Proficiency in Caseware, Microsoft Word and Excel and cloud-based case management software
- Knowledge of Simply Accounting, Quickbooks
- Excellent oral and written communication, organization, and time management skills

HOURS OF WORK

- 40 hours per week. Some evening and weekend work might be required particularly during peak periods.
- Compressed work week available, with flexible hours

SALARY

The Federation offers a competitive compensation and benefits package and offers work-life balance and learning opportunities for our employees.

Please send your electronic résumé and cover letter ALONG with your salary expectations to:
Leslie Evans, Executive Director 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.

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.