



Job Description

Job Title: Audit Technician

Department: Audit

Reports to: Auditor(s)

POSITION SUMMARY

Working with as a team of public practice accountants, you will be part of a unique established financial audit program providing audit engagements to not-for-profit organizations. The role of 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 non-profit audits including:
 - Reconcile GL accounts, including but not limited to cash, prepaid expenses, accounts receivable, accounts payable, deferred revenue, investments, and capital assets
 - Performing audit procedures on all accounts
 - Documenting and referencing findings
 - Identifying audit issues, investigating discrepancies, and determining resolutions
 - Determining and recommending adjusting entries
 - Assisting in creating management points
 - Drafting financial statements and note disclosures
- Communicate effectively and in a timely manner with clients via email, phone and in person
- Communicate with the auditor to resolve audit challenges

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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REQUIREMENTS:

- Minimum of an Accounting Diploma or related experience
- Experience working on assurance engagements
- Experience with bookkeeping is required
- Proficiency in Quickbooks, Simply Accounting, cloud-based practice management software (Karbon) and Caseware
- Competently be able to read and write English
- Be familiar with Part 3 of the CPA Handbook: Accounting Standards for Not-For-Profit Organizations

SKILLS, AND ABILITIES:

- Problem solving, critical thinking, planning, and organizing
- Fluent in English both verbally and in writing
- Ability to work independently or in a team environment
- Ability to manage time effectively and prioritize work to meet tight deadlines

HOURS OF WORK:

- 35 hours a week

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.