



## Audit Technician

### Join Our Team!

Are you driven by a passion for precision and integrity in non-profit financial management? We are seeking a dedicated Audit Technician to join our audit team. You will collaborate closely with experienced auditors to conduct fieldwork to complete assurance engagements. Your analytical skills and attention to detail will contribute directly to our clients' financial health and understanding. As a team member, your auditor will rely on you to complete all aspects of the fieldwork with curiosity and professional skepticism. If you thrive in a dynamic environment, are a fast learner, and want to make a tangible impact, we invite you to apply.

### Responsibilities:

1. **Audit Support:** Assist in conducting financial audits under the supervision of an auditor, ensuring compliance with auditing standards, and following quality standards and regulatory requirements.
2. **Data Analysis:** Perform detailed audit procedures on all accounts within the financial statements; testing, transactions, and records to identify discrepancies and irregularities. Determine and recommend adjusting entries as needed.
3. **Documentation:** Prepare audit working papers and documentation to support audit findings, management points and conclusions.
4. **Report Preparation:** Assist in drafting financial statements and note disclosures clearly and concisely.
5. **Audit Planning:** Working within the audit team, complete all documentation on the client, noting risks and additional procedures to follow.
6. **Client Interaction:** Collaborate with clients and internal teams to gather information, address queries, and facilitate the audit process effectively.

### Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Proven experience in financial auditing or accounting, preferably in a public accounting firm or similar environment.
- Strong analytical skills with the ability to interpret financial data and identify potential issues.
- Knowledge of Accounting Standards for Non-Profit Organizations
- Proficiency in accounting software (Quickbooks, SAGE, Zero) and MS Office Suite (Excel, Word, Outlook).
- Excellent written and verbal communication skills, with the ability to explain complex financial information clearly.
- Detail-oriented with strong organizational skills and the ability to manage multiple tasks and deadlines.

### Preferred Qualifications:

- CPA or working towards CPA certification.
- Experience with audit software (e.g., Caseware).
- Knowledge auditing standards and practices
- Ability to work effectively both independently and in a team environment.

### Hours of Work:

8:30 a.m. to 5:15 p.m. Monday to Thursday. 35 hours per week.

**Salary:**

Salary range: \$41,000 - \$44,000 per year depending on qualifications and experience.

The Federation offers a competitive compensation and benefits package including: Professional development opportunities and support for continued education, a collaborative work environment with a focus on growth and advancement and opportunities to work on all aspects of the audit engagement.

**How to Apply:**

Send a resume and cover letter to:

Leslie Evans, Executive Director  
Federation of Calgary Communities  
110 720 28th Avenue NE  
Calgary, AB T2E 6R3  
[Leslie.evans@calgarycommunities.com](mailto:Leslie.evans@calgarycommunities.com)

**DEADLINE:** Open until a suitable candidate is found.

The Federation is an equal opportunity employer, where personnel are recruited and employed without discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, sexual orientation, marital status, source of income, or family status.