



Job Title: Auditor, CPA

POSITION SUMMARY

Working with as 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 focused, enthusiastic, flexible and a proactive professional who can work as a sole practitioner and at the same time, you want to be part of a team of public practices supporting community-based organizations. As a Canadian Professional Accountant (CPA), with the ability to open your own public practice, you will have the support of three other public practice auditors to deliver audit services to a portfolio of established not-for-profit clients.

ACCOUNTABILITIES:

Audit Services

- Provide audit and tax engagement services to not-for-profits and charities who exclusively use Part III of the CPA Handbook – Accounting Standards for Not-For-Profit Organizations
- Manage a portfolio of audit clients; Ability to work with tight deadlines and to deliver services on-time
- Work with a group of audit technicians to complete the file preparation; provide feedback and coaching to ensure the continued development of the technician pool
- Present audit reports at annual general meetings as required

Consultation and Educational Services

- Plan, develop, implement, and evaluate relevant workshops and seminars on financial management, fund raising and grants acquisition
- Write financial literacy articles to support the education of not-for-profit volunteers

Additional Responsibilities

- 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

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.

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:

- 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 SAGE, 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

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.