



Position: Audit Team Lead

Reports to: Auditors

Location: FED Office

We are seeking a highly motivated and detail-oriented Audit Team Lead to take on a leadership role within our audit team. The Audit Team Lead is responsible for ensuring the accuracy and integrity of financial information prepared by junior associates, providing timely support and training, and working with the File Manager to balance workloads and meet deadlines.

This role includes reviewing fieldwork, guiding junior associates, preparing draft financial statements and related filings, and monitoring staff performance. The ideal candidate will have strong technical accounting and auditing knowledge, excellent communication and team-building skills, exceptional problem-solving abilities, and meticulous attention to detail.

What You'll Do

- Conduct initial reviews of audit files to ensure accuracy and compliance with firm standards.
- **Oversee** the daily work of audit staff, providing timely guidance and support when challenges arise
- Support the preparation of draft financial statements, management letters, management representation letters, T2 corporate tax returns, T1044 charity returns, GST returns, casino reports, and other required filings or reports.
- Step in and tech files during staff absences or high-volume periods to maintain workflow continuity.
- Collaborate with the File Manager to monitor scheduling and team capacity, ensuring balanced workloads and preventing staff overload.
- In collaboration with the Auditors, monitor staff performance and work with auditors to coordinate training through team-wide sessions and one-on-one coaching.
- Support efficient progression of audit engagements and help ensure deadline compliance.
- Recommend process improvements to enhance efficiency, maintain consistency across files, and reduce redundant work.
- Perform other duties as required to support team and firm objectives.

Who You Are

- Minimum of 5 years of audit experience.
- Have a diploma or higher in accounting

- Strong understanding of audit processes, documentation standards, and related reporting requirements.
- Excellent organizational, communication, and leadership skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

Bonus Points

- CPA designation (Canada)
 - Bachelor's degree in accounting
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Other Details The Might Matter

- We offer a competitive salary starting at \$62,000
 - Flexible 35-hour work week, offering work life balance
 - Overtime exempt position
 - Initially is an in-office position 100% of the time; moving to a hybrid model of 75% in office once the position and role is established
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Perks of Working With Us

- Our work is mission-driven dedicated to supporting vibrant, connected communities and their volunteers.
 - We are a fun team!
 - Excellent vacation and health benefits
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How to Apply:

Send your resume and a short (max 1 page) cover letter along with salary expectations, showing why you're a great fit to leslie.evans@calgarycommunities.com by February 1, 2026.

The Federation of Calgary Communities is committed to equity, inclusion, and diversity. We encourage applications from people of all backgrounds, identities, and lived experiences. Only shortlisted applicants will be contacted.