



Audit Associate

Federation of Calgary Communities Calgary, AB | Full-Time | 35 Hours per Week

Do you enjoy solving accounting puzzles, working with purpose-driven organizations, and helping clients improve their financial reporting?

The Federation of Calgary Communities is seeking an **Audit Associate** to join our growing Audit Team. This is an excellent opportunity for an accounting professional who enjoys working with a variety of nonprofit organizations and wants to develop strong assurance, financial reporting, and client relationship skills in a supportive team environment.

Our audit program serves charities and nonprofit organizations across Calgary, providing valuable services that strengthen governance, accountability, and community impact.

About the Role

As an Audit Associate, you will work closely with our auditors to complete nonprofit assurance engagements from planning through file completion. You will prepare working papers, perform audit procedures, investigate discrepancies, recommend adjusting entries, draft financial statements, and communicate directly with clients throughout the engagement process.

This role offers hands-on experience across multiple organizations and provides excellent exposure to accounting, assurance, financial reporting, and nonprofit operations.

What You'll Do

Audit & Accounting

- Prepare and organize audit working papers and supporting documentation.
- Reconcile accounts including cash, receivables, payables, deferred revenue, investments, and capital assets.
- Perform audit procedures and document findings.
- Identify discrepancies, investigate variances, and help resolve audit issues.
- Recommend and prepare adjusting entries.
- Assist in preparing financial statements and note disclosures.
- Contribute to management recommendations and audit observations.

Client Service

- Build positive relationships with nonprofit clients.

- Gather information and respond to client inquiries.
- Communicate professionally through email, phone, virtual meetings, and in-person interactions.
- Help ensure an exceptional client experience.

Team Collaboration

- Work closely with auditors to complete engagements efficiently and accurately.
- Participate in team meetings, training, and professional development activities.
- Contribute ideas that improve audit processes and client service.

What We're Looking For

Required Qualifications

- Accounting Diploma, Accounting Degree, or equivalent bookkeeping experience.
- Strong foundation in accounting and financial statement preparation.
- Excellent attention to detail and organizational skills.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency with Microsoft Office and accounting software.

Preferred Qualifications

- Experience working on audits, reviews, or assurance engagements.
- Experience with QuickBooks, Sage, CaseWare, or similar accounting and audit software.
- Knowledge of Accounting Standards for Not-for-Profit Organizations (ASNPO).
- Familiarity with Canadian Auditing Standards (CAS).
- Valid driver's license and access to transportation for occasional onsite client visits.

The Ideal Candidate

You are:

- Curious and analytical.
- Detail-oriented and committed to producing high-quality work.
- Comfortable working independently while collaborating with a team.
- Professional in your interactions with clients.
- Interested in continuous learning and professional growth.
- Passionate about supporting organizations that strengthen communities.

Why Join the Federation?

- Work with a diverse range of nonprofit organizations making a difference in Calgary.
- Gain broad exposure to nonprofit accounting and assurance engagements.
- Work in a supportive, collaborative team environment.
- Access professional development and learning opportunities.
- Enjoy a balanced 35-hour work week.
- Be part of an organization dedicated to building stronger communities.

Compensation & Benefits

We offer a competitive salary and benefits package based on qualifications and experience, along with professional development support and opportunities for career growth.

How to Apply

Please submit your resume and cover letter to Leslie.evans@calgarycommunities.com outlining your qualifications and interest in the position. Please include your expected salary.

Deadline: August 28, 2026

The Federation of Calgary Communities is committed to equitable and inclusive hiring practices and welcomes applications from all qualified candidates.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.