

**At BDO, our team is our most valuable asset.**

With a strong international and national presence, BDO is one of the leading professional service providers in Canada. Our team of professionals provides clients with a full range of assurance and accounting, tax and advisory services, supported by our local accessibility and hands-on approach to individual client needs. We possess the experience and resources of a large firm yet offer our clients the personalized service of a smaller firm.

As the Canadian Member Firm of BDO International (with offices in more than 100 countries), we employ more than 2,000 partners and professionals and over 400 additional staff members. Our employees are given more opportunities to experience all industries, work closely with our diverse client base and collaborate with their colleagues. We also provide training tailored to our employees' individual requirements and job responsibilities.

**Staff Accountant – Assurance and Accounting**

BDO Canada LLP is currently recruiting Staff Accountants, to join our team of client service professionals. Staff Accountants are responsible for completing assigned sections on larger audit or review engagement files. The Staff Accountant is also responsible for completing entire files on small review engagement or notice to reader, files.

**Role and Responsibilities:**Pre-Fieldwork

- Assist seniors with completing audit forms on Caseware/Caseview including ensuring it incorporates the latest templates and preparing letters in draft form

Fieldwork

- Inquire of the senior about any tests or procedures that may be unclear throughout the audit
- Report to the senior any matters encountered that may adversely affect the outcome of the audit. In addition, discuss issues with the senior that may require modification to the audit plan
- Gather all pertinent information for the notes to the financial statements, drafting the notes that are relevant to your sections of the file, and gathering management letter points
- Summarize agreements/documents; identify all relevant points
- Complete the tax matters schedule where it relates to your section of the file
- Follow up on all outstanding confirmations
- Initiate discussions with the senior to make him/her aware of the status of your sections
- Monitor the time spent on any individual section of the file by recording actual time incurred
- Accumulate questions for the client and discuss them with the senior
- Clear all review notes on a timely basis and ensure they are complete
- Prepare a list of outstanding issues for each of your sections of the file and indicate a follow up plan
- Perform tests of transactions to verify audit assertion

Post Fieldwork

- Follow up on any outstanding issues and assist the senior in the completion of the file
- Update Caseware/Caseview for any additional adjusting entries as provided by the senior/manager/partner

**Skill Set and Behavioural Competencies**

- Working towards completion of the CA designation
- Strong accounting and auditing skills
- Knowledge of Caseware/Caseview an asset
- Results oriented
- Ability to work under pressure and multi-task

**Experience:** 0-1 year experience in Audit

**Location and Start Date of Position:**

Alberta offices	CASB - Jr Staff Accountant	Co-op Student	Summer Student
Edmonton	2 or 3 – Jan 2012 2 or 3 - May 2012 2 or 3 - Sept 2012		
Grande Prairie	1 – Jan 2012		
Lethbridge	2 - Jan 2012		
Lacombe	1 - May 2012		
Red Deer	3 – May 2012		

**Application Deadline:** September 22, 2011**How to apply:** Please send your resume, transcripts and CACCEE form to: katkin@bdo.ca

British Columbia offices	CASB - Jr Staff Accountant	Co-op Student	Summer Student
Cranbrook	1 – Jan 2012 1 – Sept 2012		
Kamloops	1 – May 2012	2 – Jan 2012 (4 month term)	
Kelowna	4 – Jan 2012	1 – Jan 2012 (4 month term)	
Penticton	1 – May 2012		1 (May–Aug 2012)
Salmon Arm		1 – Jan 2012 (4 month term)	
Vernon		1 – Jan 2012 (8 month term)	

**Application Deadline:** September 22, 2011**How to apply:** Please send your resume, transcripts and CACCEE form to: ldunnell@bdo.ca

Manitoba offices	CASB- Jr Staff Accountant	Co-op Student	Summer Student
Brandon	1 – Jan 2012 1 – May 2012		2 (May–Aug 2012)
Portage la Prairie	1 – May 2012		1 (May–Aug 2012)
Winnipeg	2 – Jan 2012 2 – Apr 2012 2 – Sep 2012	2 – Jan 2012 2 – Apr 2012	2 (May–Aug 2012)
NW Ontario offices	CASB- Jr Staff Accountant	Co-op Student	Summer Student
Dryden	1 – Jan 2012	2 - Jan 2012	
Fort Frances	1 – Jan 2012		
Kenora (Red Lake)	1 – Jan 2012		

**Application Deadline:** October 4, 2011**How to apply:** Please send your resume, transcripts and CACCEE form to: srogers@bdo.ca**Note:** Please indicate in your application your preferred office location(s) and if you have access to a vehicle.For further details please visit our **BDO** campus portal on the Internet at [www.checkoutbdo.ca](http://www.checkoutbdo.ca)

We are an equal opportunity employer.

We would like to thank all candidates who apply, but only those selected for an interview will be contacted.