



## **Job Description - Associate, Advisory Services**

**Reports to:** Manager, Principal and/or Partner

### **About Invictus Accounting Group LLP**

We are not your typical CPA firm. Located in the heart of downtown Vancouver, Invictus Accounting Group provides consulting, accounting and tax advisory for publicly listed and privately held companies. We are creative problem solvers, strategic thinkers, and love what we do. Our team members gain experience in industry-like roles while benefitting from the variety and professional atmosphere of public practice.

Striving for balance, Invictus has a work environment where flexibility and family are as important as professionalism and premier service. Diverse and challenging work, and a fun, team-oriented atmosphere are a few of the many reasons we have very low employee turnover.

### **Job Overview**

As part of Invictus' advisory team, this is an exciting opportunity to lead project-based and recurring advisory projects for a diverse client base. The Associate, Advisory Services (the "**Associate**") is part of an advisory team that helps create value through delivering responsive, practical, high quality financial reporting, internal control compliance and advisory services to our clients. The Associate is involved in all aspects of client engagements based on the specific nature of the work to which the Firm has been engaged, including carrying out work related to assurance and accounting engagements, consolidation working papers, financial modelling, and ad hoc advisory.

### **Key Accountabilities and Responsibilities**

**Project Responsibility:** As a member of the advisory team, contributes to advisory projects, including the development of project plans, execution of projects, and participating in communications with clients and auditors. Examples of some duties include bookkeeping, expense report compilation, preparing/proving/reviewing financial statements and management discussion and analysis and testing of internal controls over financial reporting. Exercises strong project management skills to ensure all projects are completed on target.

**Service Orientation:** Establishes professional relationships with client personnel, building trust in our advisory capacity with them. Maintains a strong service orientation, ensuring open and effective communication with clients. As part of client engagements, provides value-added, practical and pragmatic recommendations and improvement strategies.

**Quality Assurance:** Ensures maintenance of high standards and quality of advisory projects through the preparation and review of deliverables (working papers through to financial statements, MD&As, budgets, etc.).

**Team Development:** Contributes to the team-based office culture, promoting open and transparent communication with all team members and assisting other members of the firm as needed on various work within a diversity of client engagements.

### **Education and Professional Skillset Requirements**

**Education:** A Bachelor's degree in Business Administration or Accounting (or equivalent), with an intention to pursue the CPA designation.

**Language:** Ability to communicate clearly and effectively, both orally and in writing, in English. Fluency in Spanish or French is considered an asset.

**Technical Expertise:** General knowledge of basic accounting and financial principles. Proficiency in Microsoft Excel and Word, and general knowledge of common accounting software (QuickBooks and/or SAGE).



**Project Management:** Ability to manage multiple tasks and meet project deadlines. Strong adaptability and problem-solving skills. Excellent organizational skills with an ability to thrive in a fast-paced, dynamic work environment. Strong analytical skills with careful attention to detail and accuracy.

**Style:** Collaborative, team-oriented, high-energy, self-motivated, smart, performance driven, multi-tasker, confident. A strong commitment to professional and client service excellence. Contributes to a fun, social and successful work environment.

### **Compensation**

Invictus offers industry-competitive salaries, annual bonus opportunities, paid vacation and sick time, a health savings account, and professional development opportunities. Invictus is dedicated to helping all employees achieve work-life balance, valuing family and flexibility equally with professionalism and premier service.

**To apply, please submit your resume and transcripts to: [careers@invictusaccounting.com](mailto:careers@invictusaccounting.com)**