



## **JOB DESCRIPTION – ASSOCIATE / SENIOR ASSOCIATE, ADVISORY SERVICES**

Reports to: Manager, Principal and/or Partner

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

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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.

To support its rapid growth, Invictus is currently hiring multiple individuals to join the firm as an Associate, Advisory Services (the “**Associate**”) or a Senior Associate, Advisory Services (the “**Senior Associate**”).

### **Job Overview**

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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/Senior 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/Senior 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, consolidations, assisting private companies listing on Canadian stock exchanges, financial planning and analysis, internal controls over financial reporting compliance and other diverse advisory projects.

### **Key Accountabilities and Responsibilities**

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**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 expense report compilation, preparing/proving/reviewing financial statements, 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. Senior Associates are specifically involved with the supervision and mentorship of staff, establishing a clear definition of responsibility for each member of the team.

## **Education and Professional Skillset Requirements**

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**Experience/Education:** Associate applicants should have a Bachelor's degree in Business Administration or Accounting (or equivalent), with an intention to pursue the CPA designation. Senior Associate applicants should have a minimum of three years progressively responsible experience in consulting or auditing, in public practice or with a publicly traded company, and hold their CPA designation (CISA or CIA designations considered assets).

**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:** Associates are expected to have a 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). Senior Associates should have proficiency in drafting financial statements to comply with IFRS, and a thorough understanding of public company reporting deadlines. Knowledge of risk-based auditing techniques and risk assessment, and an understanding of Sarbanes-Oxley 404 and National Instrument 52-109 is considered an asset.

**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**

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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**

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