

## Accountant Job Description

Please review the following job description and carefully consider whether the responsibilities, structure and time commitments are the right fit for you.

<b>Title</b>	<b>Accountant</b> (1 person)
<b>Description</b>	The Accountant will audit the Calgary Compact's financial records and provide support in preparing the financial statements for the annual report.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Audit financial records.</li> <li>• Ensure financial statements are prepared according to GAAP.</li> <li>• Signs off on financial statements that appear in the annual report.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Is a Certified Accountant and qualified to conduct financial audits;</li> <li>• Has an interest in sustainability and CSR issues.</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• The Compact's virtual structure ensures a flexible work schedule and work place; communications and meetings with the Treasurer and Chairperson can be adapted to the needs of your busy schedule.</li> <li>• Enables you to champion and support sustainability and corporate social responsibility.</li> <li>• Helps you build and strengthen your business networking.</li> <li>• Gives you access to optional learning and social events offered by the Compact.</li> </ul>
<b>Time commitment</b>	The Accountant is asked to commit to <b>one term of 2 years</b> . The commitment will likely occur near the fiscal year end which is March 31 <sup>st</sup> .
<b>Challenges</b>	None identified.
<b>Training and orientation</b>	The ideal candidate will need to participate in a minimum two-hour orientation initially followed by meetings with the Treasurer and Chairperson to discuss financial records.
<b>Boundaries</b>	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
<b>Supervision</b>	Board oversight and day-to-day contact: Treasurer - Ming Huang ( <a href="mailto:ming@calgarycompact.ca">ming@calgarycompact.ca</a> )
<b>Evaluation</b>	None planned.
<b>Screening</b>	Candidates will be asked to provide a resume (with references) and cover letter and will be selected based on their relevant experience.