



**PAUL TEOH**

*Chartered Accountants*

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## **APPLICATION PACKAGE**

### **Our Mission...**

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*“Paul Teoh Chartered Accountants has been proudly serving Canada’s Northern communities for over 20 years.”*

We are a boutique accounting firm based in Calgary. We primarily work with First Nations in the Deh Cho, Gwich’in, and Sahtu regions, providing quality audit and advisory services. Our client base also includes private enterprises, not-for-profit organizations, owner-managed businesses, and government organizations.

We are committed to understanding the unique needs of each client and providing real and practical solutions. We consider ourselves partners in long-term capacity building and creating positive change in the lives of all we serve. Our team members enjoy the opportunity to become well-rounded professionals, with strong technical and interpersonal skills.

### **Our Services**

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Our boutique accounting firm is successful because our team members are committed to total and complete client services. Our menu includes:

#### **Assurance and Audit**

“The world is changing faster than ever before. The value provided by a well-rounded CPA has never been higher.”

More than ever, having access to reliable and useful financial information is a key facet for running any organization or business successfully. We perform audit, assurance, and compilation engagements for a wide of variety clients. Our team members learn how to report from a variety of reporting frameworks:

- Accounting Standards for Private Enterprises (ASPE)
- International Financial Reporting Standards (IFRS)
- Accounting Standards for Not-for-Profit Organizations (ASNFPO)
- Public Sector Accounting Standards (PSAB)

#### **Tax Advisory**

To provide our clients with full-circle planning, our firm also offers various taxation advisory and compliance services. Our team members are exposed to preparing and filing corporate and



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personal income tax returns, GST returns and rebates, and annual payroll filings. We also involve our team members in providing tax planning services in addition to compliance.

### Business Mentoring and Management Consulting

We are the firm of choice for select clients because of our reputation of providing innovative consulting services that go far beyond the financial aspects of running a business. We always consider the uniqueness of a client and strive to provide a customized solution. Our value-added services include:

- Analysis of financial statements, results of operation and business plans.
- Assistance in client business financing, including preparation of financial projections, business plans, and assistance in any due diligence procedure.

### Accounting Support

In addition to our roles as consultants, our team members also learn the specifics of running a business. We have clients that we provide accounting support for and our team members are well-versed in accounting software such QuickBooks and Sage 50. With our exposure to so many clients, our team members also learn the in's and out's of running a business from the ground floor.

## **Careers**

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We are always looking for team members who can help serve our unique and growing client base.

**"We look for those who are seeking more than a career – they want adventure, they want to create positive change in the lives of the clients they serve, and they want to learn to be trusted advisors."**

### Work-Life Balance

At Paul Teoh Chartered Accountants, we believe that there is more to your development as a professional than what goes on in the office. We work hard to provide opportunities for team members to enjoy a healthy work-life balance – whether that means time off to spend with family, being involved with their communities, or flexible work hours to accommodate other passions.

***"Our firm culture strives to promote giving team members freedom in how they structure their schedule, provided that the work is done, and client commitments are met."***

Flexible Work Hours

We have a flexible and relaxed working environment. On a day-to-day basis, our firm utilizes flexible working hours – outside of core hours from 10 AM to 3 PM, team members are free to structure their days to suit their personal needs, whether they choose to start earlier or later.

Banked Time Off

During May to July, our team works hard to meet the needs and deadlines of our clients, resulting in time off in lieu accumulated. For the rest of the year, and as our schedule allows, you are free to use this time off how you see fit. We strongly believe in compensating for every hour worked. Team members are also permitted to take additional unpaid time off if they choose. In the past, team members have used this time off to have four-day weekends, extended vacations overseas to learn another language, and reduced hours during the summer or around holidays.

CPA Training Office

Our firm has also been a CPA Approved Training Office for more than 10 years.

## **Current Opportunities**

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We are looking for team members at all stages in their careers – from articling students to post-qualification CPAs. For specific circumstances, there may also be options for remote team members who can travel to field work sites.

For all candidates, the following qualifications and working conditions are required:

### **Qualifications:**

- Able to travel for periods ranging from one to four weeks;
- Self-sufficient traveler;
- Comfortable in wilderness settings and remote locations;
- Ability to manage own time when provided list of tasks;
- Ability to communicate with senior of any issues/questions that might impact the completion of files.

### **Working Conditions:**

- Extended stays in isolated and remote Northern communities;
- Candidates would be expected to do their own cooking and cleaning;
- While on-site, may be required to walk to and from client's office on unpaved road (generally not more than 10 minutes);
- In Calgary, Monday to Friday, 7.75 hour workdays with flexible hours;
- On site, work hours may vary depending on engagement needs – working longer than typical business hours is expected.

### **Full Time Positions**

We try to create a diverse team with different skillsets, but some of the characteristics that would currently create a good fit here may include:

- An individual who would enjoy the opportunity to explore beautiful BC and the Canadian far north, and can make extended stays up to a month at a time;
- An avid business enthusiast who enjoys growing and learning with clients and providing a variety of pro-active business advice;
- A proven mentor who can plan and co-ordinate the team work schedule and enjoys training other team members, including CPA and co-op students;
- An accountant with some background and expertise in IT and networking.

Term or Co-operative Education Positions

We are also currently seeking junior auditors for our audit season from May to July 2019. During early May, the junior auditors will be in our Calgary office for on-the-job and supplementary training. Possible topics include Indigenous relations, bookkeeping, compilation and tax engagements, assurance work, and public practice software (CaseWare and Sage 50).

During May, June and early July and under the supervision of a CPA, the junior auditors will be traveling to Northern Canada for extended periods of time, performing and assisting in audit procedures for a variety of First Nations. We encourage our team members to expose and immerse themselves into the culture of our Northern communities in order to enhance their own worldview. After the field work is completed, the junior auditors will return to Calgary and assist with file completion for the various audit engagements, as well as any other compilation or review engagements as time allows.

**Job Requirements:**

Exploring the possibility of working as an auditor. Would like the opportunity to travel throughout Northern Canada. Outdoor enthusiasts welcome but not required. Interest or passion in Indigenous issues. Strong computer skills and able to learn new software quickly and independently. Able to establish priorities and manage time well when dealing with multi-faceted projects. Excellent written and verbal communication skills for light client relations. Able to work in a team and independently.

**Additional Term Qualifications**

- Co-op student is not required;
- Completed introductory university-level accounting courses;
- Courses in audit would be considered an asset;
- Interest in pursuing the CPA designation after graduation.

## Application Procedure

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Now that you've learned about us, give us an opportunity to learn about you.

Please send this application package, along with your resume and optional cover letter to [careers@paulteoh.ca](mailto:careers@paulteoh.ca).

<b>Name:</b>		<b>Phone Number:</b>	
<b>Email:</b>			

<b><i>What makes you a great fit for this position?</i></b>
<b><i>Tell me about an achievement you are proud of.</i></b>
<b><i>Describe a difficult and formative experience you've had, at work or otherwise.</i></b>
<b><i>Describe experiences you've had in managing people, conflicts, and what you learned.</i></b>

Paul Teoh Chartered Accountants would like to thank all applicants. Please note only those candidates selected for an interview will be contacted. For more information about our firm, or to learn more about how we try to improve diversity through our hiring process, please visit [www.paulteoh.ca](http://www.paulteoh.ca).