

Employment Opportunity

Auditor

The opportunity

Are you a designated accounting professional, certified fraud examiner or certified internal auditor with a passion for sharing your experience and industry knowledge with others? Are you committed to upholding the ethics and integrity of the real estate, mortgage, condominium management, and property management services industries? Do you enjoy analyzing information and communicating the results to relevant stakeholders?? RECA is looking for an organized, proactive self-starter ready to influence and educate licensees on compliance with relevant legislations and industry standards.

The Auditor plays a critical role in protecting consumers by proactively ensuring that brokerages comply with trust accounting requirements and that licensees have the knowledge and tools they need to conduct their business ethically and professionally. This role requires a technically savvy team player that is detail-oriented and who takes the initiative to complete tasks in a timely manner. The Auditor encourages professional excellence and legislative compliance through practice reviews (audits), while also assisting brokerages in developing sound accounting practices that aligns with legislative requirements.

Our employees enjoy a dynamic hybrid work environment, with an emphasis on professional growth and work/life balance. This permanent, full-time position offers a competitive salary, a comprehensive benefits package that includes a group health insurance plan, 3 weeks' vacation, a health spending account, wellness allowance, and employer matching RRSP plan, and an onsite gym.

Role & responsibilities

- conduct field audits to review and analyze trust accounting requirements for brokerages.
- examine transaction files, office management procedures, accounting practices, completeness of documentation, and file management practices
- identify and document legislative breaches and areas of improvement for the brokerage

- share and discuss findings and recommendations with brokers in a constructive manner
- prepare written reports for brokers, investigators, other RECA units or industry councils on audit findings, provision of recommendations or advice on industry standards and changes to legislation
- ensuring brokers understand and take appropriate corrective actions
- follow up with brokerages on identified gaps to confirm compliance
- assist and advise the investigations unit with respect to accounting evidence, books and records
- participate in industry training to remain up-to-date on current compliance practices
- contribute to review of unit policies, audit program and relevant legislation as required
- travel to conduct audits outside of Calgary – approximately six times on an annual basis. Trips are no longer than five weekdays (no weekends)

Skills & qualifications

- a Canadian Professional Accounting designation, Certified Fraud Examiner or Certified Internal Auditor designation is required. Candidates nearing completion of these designations will also be considered
- 3 to 5 years' experience in an accounting or audit role that required review and analysis of general ledgers, bank reconciliations, trust accounts, income statements, and balance sheets
- audit experience in a regulatory environment is preferred
- experience in the real estate, condominium management, or mortgage brokerage industries is considered an asset

Other required qualifications include:

- excellent communication skills (written and verbal)
- strong attention to detail and analytical skills
- diplomacy, conflict management, collaboration and decision-making skills
- ability to work independently and take the initiative while contributing to a positive team environment
- proficiency in Microsoft office suite such as excel, PowerPoint, SharePoint and outlook, with an aptitude to learn new technologies
- ability to work with individuals from varied - backgrounds and experiences
- a valid driver's license and personal vehicle to attend practice reviews throughout the province of Alberta

How to apply

If you think this is the job for you, please submit a cover letter and resume to hr@reca.ca no later than **April 16, 2025, 2024**. Please include **"Auditor"** in the subject line of your email. We thank all applicants for their interest. We will only contact those individuals we are considering for interviews. We may consider your application for other job openings at RECA.

About us

As the governing body for Alberta's residential real estate, commercial real estate, property management, condominium management, and mortgage brokerage licensees, the Real Estate Council of Alberta (RECA) is committed to the public interest by promoting the integrity of the industry and protecting consumers.

RECA's mandate is to protect consumers, to provide services to facilitate the business of licensees, and to protect against, investigate, detect, and suppress fraud as it relates to the business of licensees. As the governing body, we are guided by our commitment to integrity, professionalism, mutual respect, transparency, collaboration, and communication. Please visit reca.ca for more information.