



## **OPPORTUNITY PROFILE**

### **Senior Associate**

## THE ORGANIZATION - KBH CHARTERED PROFESSIONAL ACCOUNTANTS

KBH Chartered Professional Accountants is an Edmonton-based public accounting firm established in 1981 and serves a broad range of businesses, charities and non-profit organizations in Alberta, British Columbia, Saskatchewan and Ontario. We have grown from three founders to a firm of 12 partners, and over 50 staff.

KBH is a Pre-Approved Program Route (PPR) provider through CPA Alberta.

Our main office is located in South Edmonton, with an additional satellite office nearby, and a second location in Provost, Alberta.

**KBH Core Purpose** – Helping people succeed

**KBH Core Values** – Service, Relationships, Integrity, Efficiency and Innovation

At KBH, our core purpose is Helping People Succeed. This is a philosophy that the firm tries to live by. At KBH, people are defined as our employees, our clients (owners, management, staff and others) and the community at large. The success of all three of these groups is important to us.

Employees - Success for our employees can take on many forms. Completion of specific training programs and exams is only one facet of success. As our employees grow and develop, they are given more challenging assignments. Handling new challenges is just another form of their success. We aim to do everything we can to assist our staff to become more successful.

Clients - Client success is typically measured in dollars but at KBH, success is much more than that. Success can mean meeting certain filing deadlines or making a better-informed decision because of the added insight our firm can provide. As advisors, success will mean the completion of an assignment whether that is assurance, financial, taxation, business valuation or management advisory services. KBH will also provide assistance with a transition plan and guidance throughout your experience with us.

Community - We have recognized that KBH is much more than just an accounting firm. We are a member of a thriving community and need to be active participants. Our participation in the community takes on many forms. KBH partners and employees are members of boards of directors for various organizations by participating in ongoing charity fundraisers and providing services. We understand that a successful community will provide benefits for all.

For more information visit [www.kbh.ca](http://www.kbh.ca)

## THE OPPORTUNITY – SENIOR ASSOCIATE

The Senior Associate works as part of a team of problem solvers, is responsible for working on more complex engagements and has a high level of technical skills. The Senior Associate has begun to develop more client service skills, with increasing involvement in client interactions.

The Senior Associate will informally assist new Associates on their file work. They may be selected to act as a “buddy” for new Associates during their first few weeks, and/or assist Associates on an ongoing basis on easy file questions that do not require manager or partner assistance or guidance.

## KEY ROLES & RESPONSIBILITIES

### Technical Skills

- Completes financial statements and updates disclosures for review and audit engagements with little or no guidance, including identifying missing note disclosure.
- Completes difficult review and audit engagements with little to no guidance and with minimal queries.
- Leads planning meetings with Partners, Managers and junior staff, where applicable.
- Designs tests and identifies potential improvements in the audit approach.
- Identifies advanced accounting and audit issues and recommends solutions.
- Identifies advanced tax issues and opportunities, while utilizing the assistance of the tax group to help on more complicated items.
- Understands the issues surrounding the concept of integration and can perform basic tax calculations when deciding between bonus, eligible and non-eligible dividends.
- Identifies and quantifies the impact of corporate tax issues on the personal tax return.
- Uses technology and resources appropriately to gain maximum efficiency in delivering the finished product in a timely manner.
- Demonstrates high attention to detail, and competency in technical skills, work quality and application of professional and firm standards.
- Demonstrates a high level of professional skepticism.

### Client Service

- Consistently prepares files, ensuring accuracy, timeliness and efficiency, ensuring that firm and professional standards, as well as the client's needs, are met.
- Consistently meets established project budgets.
- Communicates in a professional manner when contacting clients regarding their file work.

### Development & Leadership

- Takes action and works independently.
- Seeks challenging assignments and opportunities to further professional development
- Directs and instructs less experienced team members, where applicable, on larger files, answering file questions that do not require Manager or Partner assistance or guidance, and delegating appropriate responsibilities/files sections.
- Monitors file team progress, supervising junior staff while performing engagements out of the office, ensures work is being performed efficiently, and takes ownership of the engagement.
- Help develop the knowledge of more junior Associates through on-the-job coaching/training and sharing best practices on the completion of their sections.

- Is a positive leader and mentor to other staff members.
- Is an asset to the management group by fielding the questions from other associates in the bull pen when supervisors or managers are not available.

## Professionalism

- Embraces the firm's efficiency initiatives on all engagements, including leveraging work and utilizing appropriate technology to achieve or exceed the firm's standard for realization.
- Notifies the file Supervisor, Manager and/or Partner of timeline pressures, prior to file work being completed, while trying to consistently meet established project budgets.
- Meets or exceeds productivity targets and billable/investment hour budgets.
- Presents self in a professional manner and maintains a positive image with all KBH staff including superiors, peers and subordinates, as well as clients.
- Demonstrates professionalism through appearance and behavior and functions as an ambassador for the Firm.

## Business Development

- Positively promotes firm image, reputation, and culture

## THE PERSON

### QUALIFICATIONS & EDUCATION REQUIREMENTS

- Post-secondary degree
- Chartered Professional Accountant (CPA) designation
- 2 to 3 years of experience working in Public Practice
- Some informal leadership skills with the ability to assist Associates in growing in their career development
- Maintains and grows technical expertise within the firm
- Enhances experience in training staff on a one-on-one basis and sometimes in a classroom setting

### KNOWLEDGE, SKILLS & ATTRIBUTES

**Leadership** - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

**Client Focused** – Anticipates, responds and attends to the needs of clients and other internal and external stakeholders. Keeps the client's interests at the forefront.

**Solid Technical Accounting Skills** - Stays current with industry trends by continually seeking professional development opportunities. Is sought out by peers and junior staff for their technical expertise. Has a demonstrated reputation of being "ahead of the curve" in the accounting profession.

**Self-Confidence** - Confidence in one's skills and abilities; ability to make difficult decisions and to stand by them and demonstrate a positive attitude in the face of opposition.

**Pragmatic Decision Maker** – Recognizes priorities and changing approaches and shows common sense and intuitive judgment abilities. Recognition of broader implications of identified risks.

**Professional** - Has a high degree of integrity both personal and professional; is honest, sincere, dependable, trustworthy and ethical.

**Accountable** – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

**Strategic** – Develops and implements a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals and needs and performs one's job with broader goals in mind.

**Communication Skills** – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

**Effective Working Relationships** – Treats staff, colleagues, and customers with respect; resolves conflict respectfully and in a timely manner; negotiates effectively, and provides effective feedback to colleagues/employees.

**Integrity and Honesty** – Demonstrates a resolute commitment to and respect for the spirit and intent behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

## COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

## TO APPLY

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to Ardyce Kouri or Olesia Linkevych at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

Leaders International Executive Search  
[www.leadersinternational.com](http://www.leadersinternational.com)