

# We're Hiring!

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teed saunders  
doyle | chartered professional  
accountants  
& advisors

## Employment Opportunity – Audit Manager (Saint John)

### The Opportunity

As an Audit Manager you will play an important role in planning, supervising, and leading our annual audits. You will work directly with clients and other TSD team members to provide the excellent professional services that we are known for. You will work as a mentor to junior staff and contribute to process improvement and growth of the firm.

### Applicants should have the following qualifications:

- CPA designation
- Minimum 5 years employment experience in a public accounting firm
- A minimum of 4 years of experience managing assurance engagements of various sizes and complexities.

### As Audit Manager at Teed Saunders Doyle your responsibilities will include:

- Creating and implementing the engagement plan, ensuring relevant budgets and procedures are completed on time and in budget
- Consulting with clients to obtain required information to complete the file
- Reporting and analyzing with Partners and Senior Managers any matters encountered that may adversely affect the outcome of the engagement or that may require modification
- Providing regular updates on project progress and billing processing to Partners or Senior Managers to ensure that all work is completed on a timely basis
- Ensuring that client files are updated
- Able to justify timelines and budget variances if required
- Acting as a mentor for CPA students by supervising and evaluating their assignments when requested

**Preferred applicants will possess the following skills and behaviours:**

- Excellent written and verbal communication skills
- Strong technical expertise in accounting with audit experience
- Proficiency with Caseware, Doc-it, TaxPrep, or other equivalent accounting software
- Proficiency with MS Office applications, including Excel, Word and Outlook
- Ability to work independently and as part of a team
- Strong organizational skills with the ability to multi-task and work under pressure
- Strong commitment to excellence and attention to detail
- Proven problem solver with solid analytical skills

**Apply Today!**

Please submit your resume to **Tracey Horne** by email at [Tracey@chapmangroupcan.com](mailto:Tracey@chapmangroupcan.com)