



Givens LLP Chartered Professional Accountants is in search of a highly skilled  
**CPA STUDENT**  
to join our growing team!



## THE ORGANIZATION

We're building the best accounting business in the Edmonton region by empowering entrepreneurs to build scalable, profitable businesses with proven accounting technology, data-driven strategies, and actionable advice.

Over the last 75 years, we've grown our accounting firm to three full-service branches throughout Alberta. We're a dynamic team of high-performing people who focus on meaningful client relationships, provide exceptional services, instill teamwork, and provide on-the-job training with an open-door policy. We listen, learn, and understand the unique challenges our clients face and always provide them with innovative accounting solutions. Our success is due to a work culture that is both family-focused and professional. We like to have fun while operating with a fierce will and determination that puts our clients and professionalism at the forefront of everything we do.

## THE OPPORTUNITY

As a member of Givens LLP Chartered Professional Accountant Team, the **CPA Student** will maximize the business's opportunity for fulfillment and growth.

With Givens, our **CPA Student** will build relationships with new clients and manage relationships with existing ones whilst meeting time and revenue budgets and workflow deadlines. A successful **CPA Student** will have a high level of intellectual curiosity to identify gaps, growth, and other potential client needs.

## KEY RESPONSIBILITIES

- Audit, assurance and compilation engagements, including preparing financial statements, analysis and correspondence.
- Corporate and personal income tax preparation.

## THE INDIVIDUAL

Success in the role of **CPA Student** calls for a motivated individual with beginner's knowledge in accounting and/or bookkeeping, as well as in corporate and personal tax returns. They will also have a high level of time management, organizational, and analytical skills.

Your background includes the ability to self-manage day-to-day activities, including support in the production of taxation, fulfillment of accounting processes, and identification of potential client opportunities.

You're a motivated professional who thrives on creating a climate of inclusion, trust, and productivity.

### Knowledge, Skills & Experience (Essential)

- Eligibility to enroll in Western Canada's CPA Certification Program.
- Excellent Microsoft Outlook, Word and Excel skills.
- Detail-oriented individual with superior organizational and analytical skills.
- Proven ability to accept a broad range of responsibilities.
- Ability to manage time and adhere to strict deadlines.
- Ability to work independently and in a team environment.
- Excellent interpersonal skills with a strong focus on client service and emerging leadership skills.
- Excellent English communication skills, both written and verbal.

### Knowledge, Skills & Experience (Desirable)

- Exposure to CaseWare, Profile, Simply Accounting and/or QuickBooks software is an asset.

### Compensation

We're offering an exceptional opportunity for you to use your skills, to work on diverse assignments, in a flexible work environment with a competitive compensation and benefits package, including:

- A standard 37.5-hour work week.
- Ability to bank overtime for study leave.
- Payment of CPA course fees as well as study days.

## HOW TO APPLY

If this describes you and you are interested in working in a professional environment with other remarkable people, please send a cover letter, resume, and a copy of your unofficial transcript to [careers@givens.ca](mailto:careers@givens.ca). In the Subject Line of the email, please use **CPA Student**.

Thank you in advance for your application, only candidates selected for an interview will be contacted.