**Applicant Instructions:**

All applicants are required to submit two documents (emailed as one submission):

1. Resume
2. Qualifications Matrix (see below)

**Qualifications Matrix:**

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| PART A: Eligibility to work in Canada | Confirmation is required. |
| PART B: Education | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you met the required education. |
| PART C: Experience | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you gained each type of required experience. |
| Evidence of all essential qualifications listed above must be clearly presented for an application to be screened to the next phase in the competitive process.  **Failure to provide the above information in the format required will result in your application not being advanced in the selection process.**  **Please limit this qualification matrix to a maximum of four pages.** | |

**IMPORTANT:**

Information on your described skills, experience, etc., provided in the qualification matrix must be supported by your resume (including month/year of start and end dates).

**It is NOT sufficient to only state:**

* Qualifications are met; or
* See Resume; or
* To provide a listing of current or past responsibilities.

The job questionnaire is not intended to be a duplication of your resume.

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| PART A: ELIGIBILITY | |
| APPLICANT NAME: | |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada.  Please confirm YOUR CURRENT CITIZENSHIP/IMMIGRATION STATUS ALLOWS YOU TO ACCEPT EMPLOYMENT IN CANADA. | |
|  YES |  NO |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada. Please select the response that best describes your current legal entitlement to work in Canada:   I am a Canadian citizen or permanent resident   I have a valid temporary work permit   None of the above | |

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| PART B: EDUCATION |
| EDUCATION REQUIREMENT:   * A professional accounting designation, i.e., Canadian CPA or an equivalent international accounting designation with eligibility for membership in good standing with CPABC.   + Applicants who attained their CPA designation after 2015 must demonstrate completion of the assurance module.   + Successful applicants with an international accounting designation will be asked to complete the steps necessary to obtain a Canadian CPA designation. |
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| PART C: EXPERIENCE |
| * EXPERIENCE REQUIREMENT #1: A minimum of three years post-designation experience conducting financial statement audits, including responsibility for planning, conducting, and reporting audit/assurance activities in accordance with Canadian GAAS, and supervising project teams.   + Two of the three years post-designation experience must be within the past three years. |
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| PREFERENCE #1: Preference may be given to candidates with experience working with Public Sector Accounting Standards (PSAS). |
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| PREFERENCE #2: Preference may be given to candidates with experience with Canadian Standards on Assurance Engagements (CSAE) 3001 Direct Engagements (performance audit). |
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| PREFERENCE #3: Preference may be given to candidates with experience working with CaseWare software. |
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| WHERE DID YOU HEAR ABOUT US? |
| Please tell us where you heard about this position (LinkedIn, B.C. public service job board, Indeed, word of mouth, etc.). |
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