



## Co-op Student, Assurance and Accounting - January 2016

### **BDO. Because Relationships Matter.**

BDO is one of the leading accounting and advisory firms in Canada with 90 years of experience providing value-added assurance, accounting, taxation and advisory services to a broad range of clients. With a national team of more than 3,000 partners and professionals, BDO proudly represents the diverse backgrounds, cultures and people that make up our country. We are large enough to create opportunities for our employees, while still offering a boutique environment that ensures variety of work and experiences. Our employees can get involved in many different aspects of work and have greater access to our partners, who are approachable and offer guidance to our staff and clients - emphasizing our shared vision "because relationships matter".

**Duration:** January 2016 - April 2016

### **Get To Know BDO**

BDO is in a unique position as a Canadian accounting firm. As one of the leading accounting and advisory firms in the country, we have the size and the staff to take on the needs of our clients, no matter how small or wide-ranging they may be. Along with what we offer our clients, we are also pleased at what we offer our staff.

The benefits to our people are much the same as they are to clients. We possess the size and the resources of the Big Four firms, while providing the personalized attention and guidance offered by smaller, boutique practices.

### **Your Experience**

Our firm is well-known for providing our people with unique opportunities that are only available through our team size and the type of work we do. These include:

- With shorter file cycles, you will be exposed to a wide variety of work
- Engagement teams are smaller so you have the opportunity to assume more responsibility
- Each engagement requires you to work in a team with new co-ops, juniors, senior managers or partners, providing incredible learning and team-building opportunities

### **Locations**

From the large glass towers of major Canadian cities to smaller offices in rural communities, BDO people have a thorough desire to be integral members of a successful team - that is, a team that delivers exceptional client service.

### **BDO CPA Student Program**

BDO supports both education and training to help shape your professional career. We provide firm-supported training for future CPA students and reimbursement of student fees and professional dues (for employees with, or working towards, a professional designation).

### **Benefits**

As a co-op student at BDO, you will be eligible to participate in our Co-op Benefit Plan which will cover you during your work term.



## **Business Lines**

We recognize your personal career objectives and are committed to providing you with a wide range of opportunities. Whether you start out in our assurance and accounting, tax, or advisory practice, you will build a solid foundation of technical knowledge and develop the leadership and relationship skills needed to advance your professional career.

Our experienced team members and partners are committed to providing invaluable mentorships and exposure to diverse assignments across industries. You will be empowered to choose the path that fits you as you become equipped with essential industry experience.

### **Assurance and Accounting**

As part of our Assurance and Accounting (A&A) practice, you will provide high-quality audits to your clients who depend on us to help propel their businesses forward in today's market. In your first few years within the A&A practice, you will be empowered to build effective working relationships with clients and respond effectively to their engagement requests and suggestions. Our training is focused on enabling our professionals to experience each step involved in the accounting process - from beginning to end - rather than concentrating on strictly one area.

### **Tax**

The fast-paced environment of the tax department requires you to stay sharp, use the skills you have learned, and incorporate new knowledge every day. You have worked hard in school and on the job to show that you are one of the best. Tax is where you prove it. As a BDO tax specialist, you can provide people and businesses with the support and advice they need to execute their strategies for future success.

### **Advisory**

Today, businesses face critical decisions to compete in our complex market. BDO works with clients across a broad range of industries to address different business issues such as, profitability pressures, mergers and acquisitions, changing regulations, volatile economies, and emerging opportunities. As a consultant in special advisory services, your background will be varied and you will provide valuable expertise to your clients.

## **What We Look For**

At BDO, we focus on choosing the right people for the right projects, whether working with our clients or with colleagues. When you apply for a position at BDO, we do not just review your grades and technical skills. We invest in the best and brightest people who value honesty and trust, have an inspiring track record of achievement in and outside of their work, and are committed to working as a team to deliver exceptional client service.

## **Key Accountabilities and Responsibilities**

- Accumulate questions for the client and discuss them with the senior
- Report to the senior any matters encountered that may adversely affect the outcome of the audit.
- Complete the tax matters schedule where it relates to your section of the file
- Draft notes to financial statements and gather management letter points
- Summarize agreements/documents; identify all relevant points
- Prepare a list of outstanding issues for each of your sections of the file and indicate a follow up plan
- Perform tests of transactions to verify audit assertions



### **Education and Professional Skills/Knowledge**

- Working towards undergraduate degree & completion of CPA pre-requisites (PEP)
- A desire to provide outstanding client service
- A commitment to teamwork
- Proven leadership skills
- Excellent verbal and written communication skills
- 0-1 year experience in Audit

### **Visit Us on Campus**

For BDO events, visit our Campus Calendar for details and connect with your campus Career Centre.

### **Our Vision**

One Firm engaged to make a difference through valued relationships with our people, clients and communities.

### **Application Reminders**

We require all students to apply online (<https://bdocampusen-bdo.icims.com/>) and carefully review all applications. If you are selected, you will be contacted for an interview.

At the beginning of your application, you are required to upload electronic copies of the following:

- cover letter
- resume/CACEE form
- transcript

The application will take approximately 5-10 minutes to complete.