



2100-3777 Kingsway
Burnaby, BC V5H 3Z7
T 604.433.6310 F 604.433.0518
TF 1.800.663.4384

IWA-FIB.PCA

INDEPENDENT CONTRACTOR: AUDITOR

ABOUT THE PLAN OFFICE OF THE IWA-FOREST INDUSTRY PENSION AND LTD PLANS

Established to support Canadian forestry workers and their families, the IWA-Forest Industry Pension and LTD Plans provide pension and disability benefits and rehabilitation services to members.

With over four billion in assets, 400+ participating employers and more than 70,000 members, the IWA-Forest Industry Pension Plan is one of Canada's top 100 pension funds and is one of the top private sector pension funds in BC. The IWA-Forest Industry LTD Plan was created almost a decade after the pension plan, and now serves over 8,000 members across western Canada.

The Plans are intended to supplement government retirement benefits and provide financial protection in the event of illness and injury. They are a valuable part of members' financial security in retirement and beyond. Both plans are administered by the Plan Office, which manages plan assets and benefits.

JOB SUMMARY

The contract auditor is responsible for reviewing contributory hours reported to the IWA-Forest Industry Pension & LTD Plans by participating employers. An average audit is expected to take three days, with 30-40 audits a year being performed. The position will require travel throughout BC. The position will require travel throughout BC. The successful candidate does not need to be located in the Lower Mainland, however, travel will be necessary to perform the audits.

YOUR RESPONSIBILITIES

- Review of payroll and supporting records of Participating Employers to determine the accuracy of hours reported and ensure compliance to the Plan's rules
- Prepare reports indicating any variance between reported hours and those required under Plan terms
- Communicate with employer on any potential audit variances
- At the completion of the audit, provide a breakdown of costs incurred in conducting the audit for each Participating Employer
- Provide effective, efficient, professional, and courteous service to the Participating Employers

YOU HAVE/ARE

- Bachelor's degree in Accounting or Finance and 5 years of experience in auditing and/or EDP auditing. An equivalent combination of education and experience may be considered
- Designation as a CPA. License required to complete review engagements

- An understanding of all auditing ethics codes and laws
- Excellent written and verbal communication skills
- Thorough knowledge of accounting procedures and rules
- Efficient working knowledge of MS Word, Excel, and Access
- Ability to adapt to and learn new software
- Attention to details in all areas of work
- Strong work ethic and positive team attitude

ADDITIONAL INFORMATION

The IWA–Forest Industry Pension and LTD Plans are responsible for the management and protection of large amounts of confidential information. All employees are expected to understand the requirements of and act in accordance with provincial privacy laws as well as to adhere to internal controls and policies to ensure confidential information is not revealed to or distributed or discussed with anyone other than as required to perform the duties of the position.

We thank you for your application; however, only successful applicants will be contacted.

HOW TO APPLY

Please forward your resume with cover letter to hr@iwafibp.ca by **May 29, 2022**.