

CAREER OPPORTUNITY

November 1, 2006

Review Officer Finance 2

Alberta Finance, Edmonton – Here is where you get to use your excellent communication, analytical and interpersonal skills to ensure Tax and Revenue Administration's (TRA) programs are properly applied. As a Review Officer, you will prepare, review and approve accounting adjustments prepared within the Information Services Unit. Your interpersonal skills will assist you when dealing with the public in providing them with knowledge of the various tax and rebate programs administered by TRA and educating them regarding their rights and obligations, as well as providing training to other staff, regarding accounting adjustments. This opportunity will offer you a diversity of duties and reward you with the accomplishment of helping others. Your organizational skills will be used to meet the constantly changing needs and priorities of a client service team and to handle a high volume of work with quick turnaround times. This can also be a great stepping-stone towards advancement in the tax accounting field and in gaining review experience.

Qualifications: A university degree in a related field plus some related experience, or a related diploma plus 3 years directly related experience is required. Computer proficiency in Microsoft WORD and EXCEL is required. The ideal candidate will have an understanding of provincial and federal tax programs and accounting practices as well as coursework in Intermediate Accounting and Taxation.

Salary: \$46,260 - \$60,672

NOTE: Final candidates will be asked to undergo a security screening.

[Click Here for Position Profile](#)

Closing Date: November 17, 2006
Competition No.: 037047
Type of Competition: Open
Competition: *Open Competitions* are available to the general public and current Alberta public service employees. You must be a Canadian Citizen, permanent resident or eligible to work in Canada.

Apply online: Please apply for this competition using the secure application link below. The secure application provides the most up to date web security and helps to ensure the information in your application is protected

APPLY ONLINE FOR THIS POSITION: [Secure Application](#)

**The Human Resources Consultant coordinating this competition is: Valerie Graham, Alberta Finance, Room 546, Terrace Building, 9515 – 107 Street, Edmonton, Alberta, T5K 2C3.
Phone: (780) 427-3070. Fax: (7800) 422-0421.**

We thank all applications in advance; however, only individuals selected for interviews will be contacted.

*For further information about Alberta Finance,
see our website at <http://www.finance.gov.ab.ca>.*