



Employment Opportunity

Auditor

The opportunity

Are you an experienced audit or accounting professional who enjoys understanding how businesses operate, identifying risks, and helping others improve their practices?

The Real Estate Council of Alberta (RECA) is looking for an Auditor to join our Practice Review team. In this role, you will work directly with Alberta brokerages in real estate, mortgage brokerage, property management, and condominium management to conduct regulatory practice reviews, assess compliance with legislative requirements, and help licensees strengthen their business practices.

This role combines accounting expertise, compliance review, relationship building, and education in a way that helps licensees understand and meet their regulatory obligations. You will work independently and engage directly with brokers and licensees and help support consumer confidence in Alberta's regulated real estate, condominium management and mortgage sectors.

Distinct from traditional financial statement auditing roles, this position focuses on regulatory practice reviews, legislative compliance, consumer protection, and industry education. Through fair, thorough, and well-documented reviews, you will help licensed brokerages across Alberta meet their obligations while supporting RECA's public-interest mandate and strengthening professional practices across the industries RECA regulates.

Role & responsibilities

- independently plan, conduct, document, and close practice reviews across Alberta's regulated sectors
- review trust and operating accounts, accounting records, and representative brokerage files and documents
- identify and document legislative violations, compliance concerns, and opportunities to strengthen brokerage practices
- discuss findings and recommendations constructively with brokers and explain applicable regulatory and professional expectations

- prepare completion letters and internal documentation, summarizing review findings, recommendations, and follow-up requirements
- follow up on broker responses, corrective actions, and file-closing requirements
- support RECA's investigations unit by reviewing accounting evidence, books, and records; assessing accounting-related risk; and providing advice on accounting matters
- respond to broker questions, share licensee feedback with the Practice Review Manager, and provide information about relevant RECA systems, programs, and regulatory expectations during reviews
- contribute accounting and compliance expertise to industry standards reporting, review policies and procedures, and potential updates to legislation or Industry Council documents
- participate in training to develop and refine practice review techniques and contribute to continuous improvement of RECA's practice review program

Skills & qualifications

- a Chartered Professional Accountant, Certified Fraud Examiner, or Certified Internal Auditor designation. An equivalent combination of education and experience will also be considered
- a minimum of three years of experience in an accounting or audit role requiring the review and analysis of bank reconciliations, income statements, balance sheets, and general ledgers
- experience conducting audits or business practice reviews

Assets

- experience conducting audits in a regulatory environment
- experience in the real estate, property management, or mortgage brokerage industry

Other required qualifications include:

- strong analytical, problem-solving, accuracy, and attention-to-detail skills
- excellent written and verbal communication, including the ability to explain technical and regulatory information to non-technical audiences
- diplomacy, conflict management, negotiation, influence, and sound judgment when addressing sensitive or contentious matters
- strong organization, time management, and prioritization skills, with the initiative to manage assigned reviews from scheduling through completion
- the ability to collaborate effectively and communicate with individuals and groups from varied backgrounds
- proficiency with MS Office 365 applications and the ability to learn new technologies and internal systems

Work Environment and Travel

- full-time, Monday to Friday, 37.5 hours per week.
- approximately 60% of the role is performed outside the RECA office at brokerage locations, with the balance performed in a standard office environment.
- approximately four weeks of travel within Alberta per year.

- a valid driver's license and access to reliable transportation to travel throughout Alberta to conduct onsite audits as required

Why Join RECA?

At RECA, you will apply your technical expertise in a role with a clear public-interest purpose. You will work independently while collaborating with colleagues across the organization, build specialized regulatory knowledge, and contribute to the ongoing development of Alberta's regulated real estate and mortgage sectors.

RECA offers a comprehensive total rewards package. Current offerings include:

- salary range: \$80,300.00 - \$89,800.00 annually
- comprehensive group health benefits and a flexible health and wellness spending account
- employer-matching RRSP program
- vacation entitlement, wellness support, and an on-site fitness facility
- professional growth and development opportunities

How to apply

If you think this is the job for you, please submit a cover letter and resume to hr@reca.ca no later than **September 3, 2026**. Please include “**Auditor**” in the subject line of your email. We thank all applicants for their interest. We will only contact those individuals we are considering for interviews. We may consider your application for other job openings at RECA.

About us

As the governing body for Alberta's residential real estate, commercial real estate, property management, condominium management, and mortgage brokerage licensees, the Real Estate Council of Alberta (RECA) is committed to the public interest by promoting the integrity of the industry and protecting consumers.

RECA's mandate is to protect consumers, to provide services to facilitate the business of licensees, and to protect against, investigate, detect, and suppress fraud as it relates to the business of licensees. As the governing body, we are guided by our commitment to integrity, professionalism, mutual respect, transparency, collaboration, and communication. Please visit reca.ca for more information.