

**AUDITOR, TRUST COMPLIANCE  
LAW SOCIETY OF SASKATCHEWAN**

The Law Society of Saskatchewan regulates lawyers in Saskatchewan by upholding high standards of competence and integrity to ensure the trust and confidence that people place in lawyers is protected.

The Law Society Trust Compliance team has the responsibility to ensure the safe and proper handling of client monies deposited into the trust accounts of all law firms in the province. The Law Society is seeking an Auditor to fill a full-time temporary position to audit, investigate and report on the accounts and operations of lawyers in private practice as well as assist with the review, assessment and follow-up of law firm's annual reports. This position is located in Regina with some travel required.

The successful candidate will be responsible to:

- Conduct visits to new and established law firms throughout SK to perform compliance audits to ensure lawyers are complying with the trust accounting rules and to identify potential and actual rule violations and risks related to trust account handling.
- Provide feedback to lawyers regarding their level of compliance with the rules and what steps should be taken to remedy any deficiencies.
- Review annual trust report submissions.
- Compose letters and review correspondence from lawyers regarding Trust Reports, rule violations and other risk matters.
- Respond to inquiries from lawyers and their staff regarding trust accounting, trust administration and trust account rule interpretation.

The Auditor should possess the following qualifications, skills and competencies:

- Chartered Professional Accountant (CPA) designation is required.
- At least 5 years of auditing or related experience.
- Advanced training in fraud related courses (CFE or CIA) is considered an asset.
- Excellent organizational and problem-solving skills.
- Excellent written and verbal communication skills.
- Confident and professional demeanor when dealing with lawyers.
- Ability to work independently in an environment where a high level of attention to detail, accuracy and confidentiality are paramount.
- Travel will be required so must have a valid SK driver's license and access to a vehicle.

Please submit your application (cover letter and resume in pdf format) to [employment@lawsociety.sk.ca](mailto:employment@lawsociety.sk.ca) by **June 29, 2018**.

The Law Society is an equal opportunity employer. We thank all applicants for their interest; however, only those considered for an interview will be contacted.