

THE STIC PROGRAM

Sector-specific orientation, Terminology training, Information and Counselling

OVERVIEW & ORIENTATION WORKSHOP FOR ACCOUNTANTS

Participant's Workbook

You are a newcomer to Canada and to Ontario.

You have education and experience in accounting but ...

- Can you speak knowledgeably about your field in Ontario?
- Do you know where the jobs are and how to find out about openings?
- Do you understand the laws that apply to your profession?
- Do you know if you need a license to practise your profession? Do you know how to get one?
- Do you know if you are qualified to work in a related field?

If the answer to any of these questions is “No”, this Overview & Orientation Workshop is for you.

TABLE OF CONTENTS

| | |
|---|-----------|
| WORKSHOP GOALS | 1 |
| HOW MUCH DO YOU KNOW? | 2 |
| THE LABOUR MARKET | 3 |
| OVERVIEW | 4 |
| LABOUR MARKET TERMS | 5 |
| PROFESSIONAL ACCOUNTING IN CANADA | 6 |
| RESEARCHING COMPANIES | 8 |
| USING LIBRARIES FOR LABOUR MARKET RESEARCH | 9 |
| USING THE INTERNET FOR LABOUR MARKET RESEARCH | 12 |
| RESEARCH PLAN | 14 |
| ISOLATING REQUIREMENTS | 15 |
| EFFECTIVE TEAM SKILLS | 16 |
| THE LEGISLATIVE FRAMEWORK | 24 |
| THE PUBLIC ACCOUNTANCY ACT | 25 |
| THE THREE ACCOUNTING DESIGNATIONS | 28 |
| LICENSING & CERTIFICATION | 31 |
| TERMINOLOGY | 32 |
| ACRONYMS | 33 |
| SELF-ASSESSMENT | 34 |
| FOR MORE INFORMATION | 36 |
| THE WORKPLACE | 37 |
| PREPARATION FOR GUEST SPEAKER | 38 |
| IMPACT OF TECHNOLOGY | 39 |
| SELF-EMPLOYMENT | 40 |
| FOR MORE INFORMATION | 43 |
| NETWORKING | 44 |
| OVERVIEW | 45 |
| ROLE-PLAYING | 46 |
| FOR MORE INFORMATION | 47 |
| RELATED OCCUPATIONS | 48 |
| EVALUATION | 50 |
| WRAP-UP: WHO DOES WHAT | 51 |
| GOAL-SETTING | 52 |

WORKSHOP GOALS

In this workshop, you will...

Learn about...

- The labour market in general, and in industries where accountants and related occupations work.
- The three accounting designations in Ontario and the requirements for each.
- The legislation related to the accounting profession in Ontario.
- The impact of technology on the accounting profession in Ontario.
- Opportunities and rules surrounding self-employment for accountants.
- Opportunities for networking with other members of your profession.
- Opportunities in related occupations.

Practise how to...

- Market your skills.
- Discuss issues affecting your profession.
- Network with peers.

Create a plan to...

- Research the labour market.
- Complete the certification process for your profession.

REGULATED PROFESSIONS: HOW MUCH DO YOU KNOW?

Circle the correct answer for each question.

1. A profession is “regulated” when:

- Entry into the profession is controlled by an organization.
- There is provincial legislation defining who can practice the profession.
- There are standards of practice that members of the profession must meet.
- All of the above.
- None of the above.

2. You cannot work as a member of a regulated profession without a license.

True False

3. Professional regulatory bodies have responsibility for:

- Setting entry and training requirements.
- Assessing qualifications and credentials.
- Disciplining members of the profession.
- All of the above.
- None of the above.

4. Professional regulatory bodies are made-up of members of the profession they control.

True False

5. Which of the following occupations are not regulated professions?

- Architect
- Lawyer
- Computer programmer
- Engineering Technologist
- Chartered Accountant
- Massage Therapist

6. In most cases, people who have been educated outside of Canada are not permitted to practice their profession in Ontario.

True False

7. Most professional regulatory bodies require new members of the profession to have:

- A degree from a Canadian university or equivalent.
- Work experience in Canada.
- Acceptable English or French language skills.
- All of the above.
- None of the above

SECTION ONE:

THE LABOUR MARKET

In this section, you will learn about:

- ❑ The labour market in Canada
 - ❑ Trends and issues in the labour market for accountants
 - ❑ Industries where accountants are employed
 - ❑ Labour market research techniques
 - ❑ Skills in demand
-

THE LABOUR MARKET: OVERVIEW

Canada's economy is experiencing dramatic changes. The recovery from a recession in the early 1990s was rather slow but at the end of 1998, Canada had experienced seven consecutive years of positive economic growth (source: Industry Canada). In the new millennium, the labour market has been rather weak. Canada narrowly avoided a recession in 2001. Employment in the year 2003 got off to a slow start but it surged ahead during the last four months of the year.

Employment is improving, but many people are still unemployed in Canada because they do not have the skills that Canadian businesses need. Changes in the Canadian labour market have taken place so quickly, that many Canadian workers have been left behind. Many jobs have been rendered obsolete because of technology. Increasing global competition has meant some companies have relocated to countries where labour is cheaper. And as emerging industries begin to flourish, others are dying out.

Traditionally, Canada's economy has been based on its vast natural resources -- forestry, fishing, mining, and agriculture, for example. Today, however, technology, globalization and other factors have brought new industries to the forefront -- tourism, financial & business services, high technology, for example. What does this mean for you, the job seeker?

Most jobs are no longer advertised.
When they are, employers are often

flooded with applications. To be successful, you must know where to find the jobs. You must know what your skills are and find employers who need those skills.

You are expected to keep on top of the very latest trends in your profession.
Because change -- especially technological change -- is constant, employers need people who can adapt to change. They need people who are prepared to be "lifelong learners" and will keep their skills up-to-date.

Communication is important in every job. Changes in the way companies and organizations work has meant that virtually every worker needs to communicate with others. There are very few occupations in Canada where speaking, listening and writing in English or French are not critical.

Every worker is like a small business.
Not only is self-employment growing rapidly in Canada, but the skill of self-marketing has become vital to all workers. Job seekers need to present their skills and knowledge as if they are selling a product to a consumer.

Successful job seekers, therefore, understand the job market. They know what skills are in demand and where to find the employers. They can articulate to an employer how their skills and knowledge will benefit the employer -- now and in the future

LABOUR MARKET TERMS

Draw a line to match the word or phrase on the left with the correct definition on the right.

| | |
|------------------|--|
| Attrition | An organization that represents and negotiates on behalf of a group of workers. |
| Baby Boomers | <i>When an individual markets his or her skills for hire on an “as-needed” basis to companies, organizations.</i> |
| Benefits | <i>The sharing of labour, production, ideas, knowledge, products and services across borders.</i> |
| Contract Work | <i>Additional incentives, beyond wages, provided by an employer to its employees.</i> |
| Downsizing | <i>Usually refers to work secured for a specific period of time or for the completion of a specific project. Often does not include benefits.</i> |
| Demography | Vacancies due to retirement or death of the workers. |
| Globalization | The generation of people born between 1945 and 1966; because of its size, this generation has a profound effect on the economy and the labour market. |
| Industry | Occurs when one company has some of its work done by another company. |
| Labour Force | The part of the working-age population participating in work or actively job seeking. |
| Outsourcing | The study of population patterns which provides information such as statistics on birth, death, and age in the community. |
| Self-Employment | Jobs that offer full-time, full-year work with a single employer. They usually provide benefits and some career prospects. |
| Standard Jobs | Occurs when an individual works in a job for which he or she is overqualified (i.e. has significantly more education or skills than the job requires). |
| Under-employment | A specific branch of manufacture and trade. Examples: Forestry, Financial Services. |

THE LABOUR MARKET: PROFESSIONAL ACCOUNTING IN CANADA

The Outlook for Accountants

Labour market conditions for accountants are currently fair. The Department of Human Resources and Skills Development (HRSD) predicts fair growth in employment in the sector. The unemployment rate in this sector is 2.3% compared with 4.8% for all occupations. (www.jobfutures.ca)

The average salary is \$14.21 per hour, close to the national average of \$16.91. Information on average salaries for accountants in Canada can be obtained from Robert Half Finance and Accounting, Salary Guide 2004. The Salary Guide is available on their website at www.Roberthalf.com.

The following table is a sample from the above guide (page 14)

Bookkeepers/General Accounting – All Companies

| <i>Experience/Title</i> | <i>2003</i> | <i>2004</i> | <i>% Change</i> |
|--|--------------------|--------------------|------------------------|
| Accounts Receivable/Payable Supervisor | \$39,000- \$56,000 | \$38,750-\$54,250 | -2.1% |
| Full Charge | \$36,250- \$47,250 | \$36,000-\$46,250 | -1.5% |
| Bookkeeper/Assistant | \$30,250-\$39,500 | \$30,250-\$38,750 | -1.1% |
| Accounting Clerk | \$26,500-\$35.750 | \$25,250-\$34,500 | -4.0% |

Further information on the labour market can be obtained from the Statistics Canada website at www.statcan.ca. For labour market resources see pages 19—23.

There are factors, however, which affect the kind of work accountants are doing, the skills needed and where the job growth will occur. Use the articles provided to answer the following questions.

- Name three industries where there is growth in employment opportunities for accountants. What factors are causing this growth?

THE LABOUR MARKET: PROFESSIONAL ACCOUNTING IN CANADA

The Outlook for Accountants (Cont'd)

- Name three job titles which accountants typically hold:

- How has the trend toward outsourcing business services affected the labour market for accountants?

- How is the role of the accountant within large companies changing?

- What are some of the positive impacts that technological change is having on the accounting profession?

- What is "forensic accounting"?

THE LABOUR MARKET: RESEARCHING COMPANIES

Once you have determined what industry you would like to work in and what kind of position you are looking for, you will need to research specific companies that might hire you. Most jobs in Canada are not advertised in major newspapers. Instead, successful job searchers target companies where they would like to work, and they conduct research on a company and know something about it well before the interview.

Steps to Researching Companies

- Determine what kind of job you are looking for and in what industry.** You should know what job titles you are qualified for and be prepared to present your skills and experience as they apply to that job title. You should also have a rough idea of what salary to expect.
- Find the names of as many companies as possible** that operate in the industry you are interested in. Use newspapers, magazines, the Yellow Pages, business directories and the Internet to find the names of companies.
- Find out some basic information** about those companies.
 - Do they hire people with your experience and skills?
 - Where is the company located?
 - What kind of working conditions and salaries do they offer for people in your position?

Use business directories at your local library, the Internet, and newspaper / magazine articles. In some cases, you may have to make a call to the company.

- Narrow your list.** Select about 10 companies that you think you are most interested in working for and that might have opportunities suited to you.
- Research those companies.** Use the sources described on the following page to find detailed information on your targeted list.
 - How big is the company? Is it growing or downsizing?
 - Are they changing, starting new departments?
 - Are there particular skills they need?
 - In what job titles are people with your skills hired?
 - Who is responsible for hiring them? To whom should you send a resume?
 - Do they post and/or advertise job opportunities?

THE LABOUR MARKET: USING LIBRARIES FOR LABOUR MARKET RESEARCH

How library material is organized

Most materials in a library are catalogued. Usually, library catalogues are contained in a computer database easily used by library patrons; however, catalogues may also be on microfiche or in card form.

Items in a catalogue are normally organized under three headings:

- Author
- Title
- Subject

Therefore, if you know either the author or the exact title of the item you are looking for, you will be able to use the library catalogue to find it. If you do not know the title or the author, you can search for the item using the subject function. Some library catalogues also have a “keyword” function; this allows you to search for items using a word or phrase.

When you have found the catalogue record for an item you are interested in, note its “call number” and use that number to find it on the shelves.

All libraries use a classification system to catalogue their holdings. In Canada the Dewey decimal system is the most widely used. The Dewey decimal system provides ten major indexing categories that are further divided into subcategories. The major Dewey decimal categories are:

| | |
|---------|--|
| 000-099 | General knowledge (Encyclopaedias, Newspapers) |
| 100-199 | Psychology & Philosophy |
| 200-299 | Religion |
| 300-399 | Social Sciences* |
| 400-499 | Language |
| 500-599 | Science and Mathematics |
| 600-699 | Applied Sciences and Industries* |
| 700-799 | Fine Arts and Recreation |
| 800-899 | Literature |
| 900-999 | History, Geography Travel and Biography |

*Most business information is contained in these sections.

THE LABOUR MARKET:

Some Basic Library Resources for Researching Companies

Business Directories

Your reference library will likely have some or all of the following directories:

| | |
|---|--|
| <i>Blue Book of Canadian business</i> | <i>Made in Canada. B.O.S.S. Vol. 1</i> |
| <i>Canadian Company Histories</i> | <i>Product; Vol. 2 Company Ontario</i> |
| <i>Canadian Directory of Search Firms</i> | <i>Business to Business Sales and</i> |
| <i>Canadian Distribution Directory</i> | <i>Marketing</i> |
| <i>Canadian Job Directory</i> | <i>Scott's Industrial Directory (Regional)</i> |
| <i>Canadian Key Business Directory</i> | <i>Scotts Canadian</i> |
| <i>Canadian Trade Index</i> | <i>Sourcebook 2004</i> |
| <i>The Dun & Bradstreet National</i> | <i>Scott's Directories, Ontario</i> |
| <i>Directory of Canadian Service</i> | <i>Manufacturers</i> |
| <i>Companies (2004)</i> | <i>Scotts Directories: Greater Toronto</i> |
| <i>Fraser's Canadian Trade Directory</i> | <i>Business Directory</i> |

www.canadone.com/business/ provides business resources on line and includes the *Canadian Business Directory* link.

Annual Reports and Corporation Files

Some reference libraries hold the annual reports and other information about Canadian companies – usually those that trade on the stock market. Ask a reference librarian if they have this information.

The System for Electronic Document Analysis and Retrieval (SEDAR) provides electronic access to annual reports of publicly trading companies.

www.sedar.com

Financial Post Investment Reports

These reports are published for the top 500 Canadian public companies. They provide historical and current data, investment recommendations, latest earnings and performance analysis.

On-Line Databases

Your library may offer access to computer databases. You can use these to find articles and other information about companies.

THE LABOUR MARKET: USING LIBRARIES FOR LABOUR MARKET RESEARCH

Glossary of Library Terms

Call number: A group of letters and numbers, given to each book and to each serial in a library that acts like an address.

Circulating/Non-Circulating: Indicates whether material can be borrowed from the library (circulating) or must be used within the library only (non-circulating)

Citation: Information about a publication or other item that will help someone identify and locate that publication. For example, a citation to a magazine article will usually include the author and title of the article, the title of the magazine, the volume number, page numbers and the date of publication.

Holds: A function that allows someone to request a book that is currently signed out to another person, preventing that person from renewing it.

Index: An alphabetical list of topics, names of persons, authors or titles which serves as a guide to finding information in a publication or a group of publications. In the library, you may use journal indexes to find references to journal articles.

On-line database: Information stored in computer files. Examples of databases found in libraries are catalogues of library collections and indexes to journal articles.

Periodicals: Publications that appear at intervals of more than one day, such as weekly, monthly or quarterly. Magazines are an example of a periodical.

A Reference: A citation to an item such as a book or magazine article.

Reference Material: Material that cannot be taken out of the library, such as dictionaries, directories, atlases.

THE LABOUR MARKET: USING THE INTERNET FOR LABOUR MARKET RESEARCH

To use the Internet, you must have an account on a network that is connected to the Internet. If you do not have a computer with Internet access at home, many libraries and employment resource centres offer access to the Internet on-site.

The Internet provides a variety of services and information of use to job seekers and professionals, such as:

- Company and employer profiles through the World Wide Web
- Discussion groups, offering networking opportunities
- Government documents
- Information about professional associations and licensing bodies
- Email, allowing you to send and receive messages.

The World Wide Web is a network of machines all over the world that provide information and are linked together. Users go from one page to another simply by clicking a linked image, word or phrase within the text of the document.

The World Wide Web has become the foremost information service on the Internet. Virtually anything you can think of is on the Web. Unlike libraries, however, the World Wide Web is not catalogued – that is, it is not organized by any one central source. The best way to find information on the Web, therefore, is by using a “search engine”.

A search engine is a program that searches the World Wide Web for sites that meet the criteria you enter. You access search engines on the Web itself. Some search engines offer “subject trees” – a series of categories and sub-categories that you select to find information you are interested in. Some popular search engines include:

www.altavista.com

www.yahoo.ca

<http://www.google.ca/>

<http://groups.google.com/>

(for specialty topics)

<http://www.alltheweb.com/>

www.metacrawler.com

www.hotbot.com

www.msn.com

THE LABOUR MARKET: USING THE INTERNET FOR LABOUR MARKET RESEARCH

Glossary of Internet Terms

Email: Electronic Mail – messages, usually text, sent from one person to another via computer. Email can also be sent automatically to a large number of addresses; this is called a Mailing List or Listserv.

HTML: Hypertext Markup Language – the coding language used to create Hypertext documents for use on the World Wide Web.

Hypertext Link: Links are pointers to other web pages that make it easy to follow a thread of related information. These links lead you to more information whenever you choose to follow them.

Newsgroup: The name for discussion groups on Usenet.

Query: A search request. A combination of words and symbols that defines the information that the user is seeking. Queries are used to direct the search tool to appropriate databases.

Search Engine: A program that searches for web sites that correspond to parameters you set.

URL: Uniform Resource Locator – a standardized system for describing the location of any resource on the Internet that is part of the World Wide Web; often called a Web-site address. Example: www.gov.on.ca.

Usenet: A world-wide system of discussion groups called Newsgroups.

Web Browser: A software program that connects you to sites on the World Wide Web. Examples: Netscape, Internet Explorer.

Web Pages: The World Wide Web consists of web pages, each of which contains information on a particular topic. The main Web page of a web site is called its Home Page.

Web Site: A specific address or URL in a computer network.

THE LABOUR MARKET: RESEARCH PLAN

Use the following worksheet to create a research plan that will help you stay on top of the trends and issues for members of your profession and increase your understanding of the labour market. If necessary, use the list of labour market resources provided on the following pages.

Identify at least three sources of information you will use to find out about the **skills in demand** for members of your profession. For each source, indicate where you will find the source (e.g. a library, resource centre, Internet, subscription, etc.)

Identify at least three sources of information you will use to locate and learn about **specific employers**:

Identify at least three resources you will use to find out about specific **job opportunities**.

THE LABOUR MARKET: ISOLATING REQUIREMENTS

Use the sample job advertisements provided to isolate the requirements and assess your own status. Put a check mark beside each requirement you believe you meet.

POSITION #1

JOB TITLE:

EDUCATIONAL
REQUIREMENTS:

EXPERIENCE
REQUIREMENTS:

ADDITIONAL
REQUIREMENTS:

OTHER VALUED
SKILLS/ASSETS:

POSITION #2

JOB TITLE:

EDUCATIONAL
REQUIREMENTS:

EXPERIENCE
REQUIREMENTS:

ADDITIONAL
REQUIREMENTS:

OTHER VALUED
SKILLS/ASSETS:

THE LABOUR MARKET: EFFECTIVE TEAM SKILLS

Use the space provided below to list the qualities you think makes a person an effective team member.

In your group, try to reach a consensus on the top 5 qualities of an effective team member.

1.

2.

3.

4.

5.

BEHAVIOUR DESCRIPTION INTERVIEW QUESTIONS

1. Describe a recent example of a time when you worked as a member of a team.

- What was the purpose of the team?
- What was your role on the team?
- What strengths did you bring to the team?
- What challenges did the team experience?
- What do you enjoy about working with others?
- What do you dislike about working with others?

2. Describe how you have contributed to strong morale and team spirit in an organization.

- What was the spirit like before?
- How did you work to maintain it over time?

3. Give an example of a situation in which you have successfully built and maintained a good relationship with a team.

- What was your approach to team building?
- What were the obstacles you faced in building/maintaining the rapport?
- What made your approach successful?

EMPLOYABILITY SKILLS 2000+ PROFILE*:

Fundamental Skills

The skills needed as a base for further development

Communicate

- read and understand Information presented in a variety of forms (e.g. words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communication technologies (e.g. voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g. the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts recognize the human, interpersonal, technical, scientific and mathematical dimensions of problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions readily use science, technology and mathematics as ways to think,
- gain and share knowledge, solve problems and make decisions

- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works and act on opportunities for improvement

Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health show interest, initiative and effort
- be responsible
- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk be accountable for your actions and the actions of your group be socially responsible and contribute to your community

Be Adaptable

- work independently or a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals

- identify and assess learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

Teamwork Skills

The skills and attributes needed to contribute productively

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or a project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve

THE LABOUR MARKET: FOR MORE INFORMATION

GENERAL

Newspapers:

The Globe & Mail

www.theglobeandmail.com

The National Post

www.nationalpost.com

The Toronto Star

www.thestar.com

The Toronto Sun

www.canoe.ca/TorontoSun/home.html

Robert Half Finance and Accounting is a worldwide leader in specialized financial recruiting services for job seekers and employers. Published Finance and Accounting Guide 2004 that provides average salaries for accountants in Canada.

Toronto Tel #(416) 823-3358

Toll-Free 1-800-474-4253

www.roberthalf.com

Ontario Regulators for Access provides information, tips, promising practices and guidelines for Ontario regulators

www.regulators4access.ca

Directories:

Canadian Key Business Directory

The Dun & Bradstreet National Directory of Canadian Service Companies (2004)

Directory of Associations in Canada

<http://circ.micromedia.on.ca/hotlinks/associations/query.asp>

The Canadian Almanac & Directory

Books:

Beck, Nuala *Shifting Gears: Thriving in the New Economy*. (Harper Collins, 1995)

Bridges, William *JobShift: How to Prosper in a Workplace without Jobs*. ---Perseus Publishing, 1995

Campbell, Colin *Jobscape: Career Survival in the New Global Economy* (JIST Works, Inc., 1998)

Campbell, Colin *Where the Jobs Are: Career Survival for Canadians in the New Global Economy* (MacFarlane) Walter & Ross, 1997

Feather, Frank *Canada's Best Careers Guide* (Warwick Publishing, 1996)

Foord-Kirk, Janis *Survivability: Career Strategies for the New World of Work*, 1996

Human Resources Development Canada *Career Handbook*.

HRSD *Job Futures*

Volume 1: Occupational Outlooks

Volume 2: Career Outlooks for Graduates

www.hrcd-drhc.gc.ca

Books:

O'Reilly, Elaine and Diane Alfred
Making Career Sense of Labour Market Information (Canadian Career Development Foundation, - 2nd edition publication available on website www.ccdf.ca)

Employment:

Human Resources and Skills Development Job Bank
<http://www.jobbank.gc.ca/>

www.workinphonet.ca – Advice, resources and employment information.

www.ele-spe.org – electronic job matching site

Engineering Central

www.engcen.ca/

Workopolis www.workopolis.com

Monster www.monster.ca

Yahoo Hot Jobs www.hotjobs.ca

Job Bus www.jobbus.com/

All star jobs

www.allstarjobs.ca/jobs/

Job Search www.jobsearch.ca/

Employment News

www.employmentnews.com/

Canadian Employment Search Network www.canjobs.com/

Career Builder

www.careerbuilder.com/

Career Magazine

www.careermag.com/

Canadian Technical Employment Network www.cten.ca/

New Canadian Program

www.newcanadians.org/ - registered job seekers and recruiters across Canada

www.labourmarketinformation.ca

provides labour market information about jobs, skills and worker availability in local areas across Canada.

ACCOUNTING

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<http://www.icao.on.ca>

Publishes *Member's Handbook* and quarterly newsletter *Checkmark*.

ICAO also provides a fact sheet

which details step-by-step

information on the assessment

process and labour market

conditions for internationally trained accountants.

ACCOUNTING

Certified Management Accountants of Canada (CMA-Canada Head Office)

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(416) 444-5251 ext. 267

1-800-563-5822

www.cafp.org

Society of Professional Accountants of Canada (SPAC)

37 Cosentino Drive
Scarborough, ON M1P 3A3
Tel: (416) -350-8145

1-877-515-4447

Fax: (416) - 350-8146

www.professionalaccountant.org

- Title of Registered Professional Accountant (RPA) conferred

Canadian Securities Institute

121 King Street West
Toronto, ON

Tel: (416) 364-9130

1-866-866-2601

www.csi.ca

- Courses on investments in securities
- Needed for licence to trade securities

ACCOUNTING

Canadian Institute of Financial Planning

151 Yonge Street, 5th Floor
Toronto, ON M5C 2W7
Tel: (416) 363-2150
Fax: 366-1527
1-888-865-2437

www.cifp.ca

- Educational program recognized by the Financial Planners Society of Council of Canada (FPSCC)
- Must take educational program and pass FPSCC Professional Proficiency Exam
- Grants Certified Financial Planner (CFP) Certificate

EDUCATION/TRAINING

Universities

University of Toronto
Joseph L. Rotman School of Business Management
(416) 978 -5703
105 St George Street
Toronto, ON
M5S 3E6
www.mgmt.utoronto.ca

Ryerson -University
350 Victoria Street
Toronto, ON
M5B 2K3
(416) 979-5181
www.ryerson.ca

Schulich School of Business, York University
4700 Keele Street
Toronto, ON
M3J 1P3
Tel: (416) 736-5062
www.schulich.yorku.ca

Community Colleges

Centennial College
P. O. Box 631
Station A
Scarborough, ON
M1K 5E9
Tel: (416) -289-5000 ext 4699 for full time and ext 2556 for part-time courses
www.centennialcollege.ca

George Brown College
P.O. Box 1015
Station B
Toronto, ON
M5T 2T9
(416) 415-2000
www.georgebrown.ca

Sheridan College
1430 Trafalgar Road
Oakville, ON
(905) 845-9430
www.sheridaninstitute.ca

Seneca College
1750 Finch avenue
Toronto, ON
M2J 2X5
(416) 493-4144
www.senecac.on.ca

EDUCATION/TRAINING

Humber College
205 Humber College Blvd
Toronto, On
M9W 5L7
(416) 675-3111
www.humber.ca

LARGE PUBLIC ACCOUNTING FIRMS

Arthur Andersen & Co.
Deloitte & Touche
Ernst & Young
Peat Marwick Thorne
Price Waterhouse Coopers
BDO Dunwoody

MAGAZINES/JOURNALS

Accounting Technology
CA Magazine
Canadian Business
CGA Magazine
CMA Magazine
Financial Review
Harvard Business Review
Internal Auditor
Journal of Accountancy
Journal of Cost Management
Report on Business Magazine
The Accounting Review
The Bottom Line
The Practical Accountant
Career Insider Accounting: The Essential Guide to the Accounting Profession

SECTION TWO:

THE LEGISLATIVE FRAMEWORK

In this section, you will learn about:

- ❑ The laws that affect professional accountants
 - ❑ The *Public Accountancy Act*
-

THE LEGISLATIVE FRAMEWORK

Depending on the type of work they are performing, accountants may be expected to be familiar with some or all of the following federal and provincial legislation:

- Canadian Business Corporations Act*
- Income Tax Act*
- Registered Pension Plan Act*
- Securities Act*
- The Public Accountancy Act*

In addition, the work of accountants is guided by certain standards of practice set by the regulatory bodies. These include:

- Canadian Institute of Chartered Accountants Handbook* (also available on website www.icao.ca)
- CGA-Canada's Public Practice Manuals*
- Public Sector Accounting and Auditing Standards Handbook*
- Management Accountants Handbook*
- CGA-Canada GAAP Guide* (available only to registered members)

THE PUBLIC ACCOUNTANCY ACT

In Ontario, the *Public Accountancy Act* requires the setting up a regulatory, licence-granting body, the Institute of Chartered Accountants of Ontario (ICAO.) Those who receive the designation of Chartered Accountant may obtain a license to practise as a Public Accountant in the province of Ontario.

The purpose is to protect the public by:

- appointing members of the public to sit on the regulatory body
- granting the ICAO power over its membership
- ensuring that Annual Reports are submitted by the ICAO to the provincial government
- restricting the use of the title Public Accountant and the practice of the profession to persons who:
 - have a chartered accountant designation and a license
 - are members of the ICAO
- charging unlicensed persons in a court of law for performing the legislated asks of the profession for a fee.

THE PUBLIC ACCOUNTANCY ACT (CONT'D)

The Public Accountants Council is responsible for administering the provisions of the *Act* by:

- ensuring that prospective members meet the qualifying requirements
- considering matters of common interest and concern to public accountants and the submission of representations to any government ministry or public authority with reference to any such matters granting or refusing licenses
- maintaining and improving the standards of professional qualifications of practising public accountants in Ontario
- exercising disciplinary powers over licensees
- prosecuting offences under the Act
- revoking licenses.

THE PUBLIC ACCOUNTANCY ACT (CONT'D)

Use your copy of the *Public Accountancy Act* in your Resource Package to answer the following questions.

Find the definition for “**public accountant**”: “a person who either alone or in partnership engages for reward in public practice” involving , among other things, the preparation of “any financial, accounting or related statement” (whether audited or unaudited) but does not include bookkeeping or management accounting.

1. Compare your qualifications and experience with those outlined in the definition. Would you be considered a “public accountant” as defined under this Act?

2. In Section 14 of the Act, you will find the qualifications for a licence. Who is eligible to be entered on The Roll of Public Accountants in Ontario?

3. For what length of time is a licence valid?

4. What are the fines for:
 - obtaining a licence by false representation _____
 - failing to surrender a licence _____

5. What actions are considered “abuse of a licence” and what is the penalty?

THE LEGISLATIVE FRAMEWORK: THE THREE ACCOUNTING DESIGNATIONS

Read the following article and answer the questions that follow.

Accountants lock horns on control of licensing

By Steven Theobald
Toronto Star Business Reporter
May 13, 1998

Hide the sharp pencils. A war is brewing between Ontario's bean counters, and it could get ugly.

In one corner you have the CGAs, or certified general accountants, and in the other you have the CAs, or chartered accountants.

At issue is the right to do public accountancy such as tax audits. The CGAs say they are just as qualified to do public accounting but are shut out because the CAs control the licensing process.

Legislation was passed 50 years ago to regulate the accounting industry, but in 1962, the Public Accountancy Act was amended to give the Institute of Chartered Accountants of Ontario the sole right to grant

public accountancy licences.

Out of 8,630 licensed public accountants in the province, all but 57 are members of the Ontario CA body.

Some of the 57 are the remnants of a grandfathering policy put in place in 1962 that gave non-CAs public accountancy licences. Some are CAs who belong to regulatory bodies in other provinces.

Today, CGAs have to become CAs and join the Ontario association to work as public accountants, which is a clear and "absurd" abuse of monopoly power, charges Gold Fuller, executive director of the Certified General Accountants Association

of Ontario, the CGA regulatory body.

"We have the same body of knowledge, just a different brand name for our product," Fuller says.

Education and standards are virtually identical, the only major difference is membership in rival professional bodies, he says.

In fact, six provinces and two territories give CGAs full access to licensing, Fuller says. And while CAs have a 30-month internship requirement, 15 to 20 per cent of the CGAs have gained public accountancy experience through apprenticeship-type programs, he adds. "It's only those people who we are asking to be licensed."

About 11,000 CGAs and 27,600 CAs are registered in Ontario, most crunching numbers in-house for various companies.

Demand is growing for the services of public accountants, so it is crucial to inject more competition into the sector, Fuller says.

“Unless the government takes action, ultimately this monopoly could severely restrict where individuals and businesses can go for their accounting and related needs.”

Fuller says the Public Accountants Council, controlled by the CA body, is moving to expand the definition of public accountancy, which could soon result in licence requirements

for all service to the public, including preparing income tax returns.

To put pressure on Queen’s Park, the CGA group is taking the feud public by launching an ad blitz in newspapers, television and radio.

Gord Wilson, chief executive of the CA association, is already objecting.

The CGA group’s opening salvo came in a new release yesterday that is “self-serving” and part of a campaign of misinformation, Wilson charges.

“We are duty bound that this representation that is in the CGA release and what is clearly going to be a multimillion-dollar ad campaign are exposed

for what they are,” he says.

At the heart of the issue are standards, Wilson says. “The CGA news release concludes with lame reference to standards,” he says.

“The fact is that only CAs are trained in public accounting and many CGAs interested in becoming public accountants have been welcomed into CA membership.”

Furthermore, the industry has more than enough competition, Wilson says.

More than 3,000 companies offer public accounting service in Ontario, he says.

“How can there be a question of ‘monopoly’ when there are that many competing firms?”

Questions:

1. What organization controls the practice of public accountancy? What is their main argument for protecting that right?

2. What organization wants its members to have the right to practice public accountancy? What is their main argument for protecting that right?

3. What effect do you think opening up the practice of public accountancy to more people will have on the profession?

4. What is your position on this issue?

SECTION THREE:

LICENSING & CERTIFICATION

In this section, you will learn about:

- ❑ The terminology associated with professional licensing & certification
 - ❑ The requirements and process for becoming a licensed or certified member of your profession in Ontario
-

LICENSING: TERMINOLOGY

Match the term on the left with the correct definition on the right.

| | |
|---------------------------|--|
| Accreditation | A process of reviewing and evaluating academic credentials and other forms of qualification to determine whether an applicant has met entry requirements for education or occupational purposes. |
| Appeal | Documented evidence of competency based on completion of a recognized program of study or training. |
| Assessment | Occupations for which the standards of practice and competence are established by provincial law. |
| Credential | A formal document that provides the holder the exclusive right to practice certain legally defined functions. |
| Equivalency | Recognition that a program or course or certificate from one country or institution is the same in content as a program or course or certificate from another country or institution. |
| Licence | The process of identifying and measuring skills and knowledge for the purpose of recognizing and giving credit for learning that has been acquired from formal and informal education, training, work or other life experience |
| Prior Learning Assessment | Minimum guideline for certain tasks that are recommended, but not legally required, for a profession. |
| Protected Title | Restricts the use on occupational title to those who are registered with the appropriate occupational body. |
| Registration | Right of an unsuccessful applicant to challenge a decision of an occupational regulatory body in the occupational licensing/certification process. |
| Regulated Profession | Process by which an agency or association grants public recognition to a training institution, program of study or service which meets certain pre-set standards. |
| Standards of Practice | A formal recognition that a person has attained a standard of proficiency in the skills and knowledge required to practise in a profession. Often used interchangeably with "certification" or "licensing" |

LICENSING: ACRONYMS

During the licensing or certification process, you will encounter many acronyms – abbreviations for organizations and terms. Using the resource materials provided, complete the acronym table.

| Acronym | Meaning | Role/Purpose |
|----------------|----------------|---------------------|
| ICAO | | |
| CICA | | |
| PAC | | |
| CASAO | | |
| IQAB | | |
| UFE | | |
| CARE | | |

PROFESSIONAL REGISTRATION: SELF-ASSESSMENT

Use the licensing and/or certification information for the accounting stream you have selected and complete the following plan.

What are the **requirements** for certification for your profession? Indicate which requirements you believe you meet and those you would need to gain.

Have Need

| | | |
|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

What documents will you have to submit in order to have your credentials assessed?

PROFESSIONAL REGISTRATION: SELF-ASSESSMENT

Outline the **steps** you will need to follow to complete the certification process. The first step has already been entered for you. List any fees you expect to pay for each step and indicate which steps, if any, you have already completed.

| STEPS | | FEEES COMPLETED? | |
|--------------|---|-------------------------|--|
| 1. | Contact regulatory body and request registration application package. | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

Estimate how much it will cost you to complete the licensing process: \$_____.

Estimate how long it will take you to complete the licensing process: _____.

PROFESSIONAL REGISTRATION: FOR MORE INFORMATION

Translation Services

Association of Translators and Interpreters of Ontario (ATIO)

1 Nicholas Street, Suite 1202
Ottawa, ON
K1N 7B7
(613) 241-2846
(613) 241-4098
1-800-234-5030 – to request an official translator in your area.
www.atio.on.ca

COSTI Languages Bureau
Corvetti Education Centre
760 College Street West
Toronto, ON
M6G 1C4
Tel: (416) 534-7400 ext. 222
Fax: (416) 534-2482
Email: languages@costi.org

Regulatory Bodies

Institute of Chartered Accountants of Ontario (ICAO)

69 Bloor Street East
Toronto, Ontario
M4W 1B3
(416) 962-1841 or 1-800-387-0735
(416) 962-8900 (Fax)
<http://www.icao.on.ca>

Publishes *Member's Handbook* and quarterly newsletter *Checkmark*. ICAO also provides a fact sheet which details step-by-step information on the assessment process and labour market conditions for internationally trained accountants.

Certified Management Accountants of Ontario (CMA-Ontario)

70 University Avenue, Ste 300
Toronto, ON
M5J 2M4
Tel: (416) 977-7741
1-800-387-2991
Fax: (416) 977-6079
www.cma-ontario.org

Certified General Accountants Association of Ontario

240 Eglinton Avenue East
Toronto, ON
M4P 1K8
(416) 322-6520 or 1-800-668-1454
(416) 322- 5594 (Fax)
<http://www.cga-ontario.org>

SECTION FOUR: THE WORKPLACE

In this section, you will learn about:

- ❑ Workplace expectations
 - ❑ The impact of technology on your profession
 - ❑ Opportunities for self-employment in your profession
-

THE WORKPLACE: PREPARATION FOR GUEST SPEAKER

Create at least five questions you would like answered by the guest speaker in this workshop. If they are answered during the presentation, fill in the answers. If not, ask at least one of your questions during the Question-Answer session.

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____

THE WORKPLACE: IMPACT OF TECHNOLOGY

Using the articles from the Resource Package for your profession,
answer the following questions.

1. Identify all types of technology referred to in the articles. For each type of technology, indicate whether it is something you are familiar with.

| TYPE OF TECHNOLOGY | FAMILIAR? |
|--------------------|-----------|
| | Y / N |
| | Y / N |
| | Y / N |
| | Y / N |

2. What technological changes are affecting members of your profession?
Are they affecting them in a positive way, a negative way, or both?

3. How do you think technology will change the work of accountants in the future?

THE WORKPLACE: SELF-EMPLOYMENT

1) QUIZ*

Give yourself a mark for each item on the right. Use the following values:

- 4 = always
- 3 = usually
- 2 = sometimes
- 1 = never

Count up your whole score. If you got a score of 30 or more, maybe you should start your own business!

2) Imagine you are starting your own business. You have decided to advertise your services in a community newspaper. Use the space below to write your advertisement.

| | |
|--|---|
| | <input type="checkbox"/> I am not bothered by stress. |
| | <input type="checkbox"/> I enjoy solving problems. |
| | <input type="checkbox"/> I am healthy. |
| | <input type="checkbox"/> Hard work doesn't bother me. |
| | <input type="checkbox"/> I like to work independently. |
| | <input type="checkbox"/> I don't leave things until tomorrow. |
| | <input type="checkbox"/> I am practical and logical. |
| | <input type="checkbox"/> I don't give up. |
| | <input type="checkbox"/> I am optimistic. |
| | <input type="checkbox"/> I can adapt to new situations. |
| | <input type="checkbox"/> I am willing to listen to people's comments. |
| | <input type="checkbox"/> I am good at understanding other people. |
| | <input type="checkbox"/> I like trying new ideas. |
| | <input type="checkbox"/> I can set long-term goals for myself. |
| | <input type="checkbox"/> I accept responsibility for my actions |
| | TOTAL |

* Source: STEPS to Employment, a program created for the Ministry of Citizenship, Culture & Recreation.

THE WORKPLACE: SELF-EMPLOYMENT

The following information will be of use to individuals wishing to pursue self-employment:

Business Name Registration

Ontario businesses may register a business name as a sole proprietor, a partnership or a limited company. A sole proprietorship is not required to be registered if the business is carried on under the owner's own name. If the business uses a name other than the owner's, the *Business Names Act* requires that you register the business name before you start using it.

Incorporating a Business in Ontario

Incorporation means that your business is a distinct, legal entity. Incorporation offers a number of advantages to your business. Some examples are: the transferability of business ownership, limited liability and possible tax advantages.

Licences

Each municipal government issues its own business licenses within its jurisdiction. Since each municipality in Ontario has different rules about licences for businesses, you should consult a local official for information about local regulations, licences, municipal business tax or zoning requirements.

THE WORKPLACE: SELF-EMPLOYMENT

Using what you have learned about non-traditional work relationships – self-employment, contract work and consulting engineering - answer the following questions:

1. What are the advantages of self-employment?

2. What are the disadvantages of self-employment?

3. What are the advantages of contract work?

4. What are the disadvantages of contract work?

THE WORKPLACE: FOR MORE INFORMATION

Workplace Standards

Employment Standards Act
(416) 326-7160
Occupational Health and Safety
(416) 314-5421
Workplace Safety and Insurance Board
(416) 344-1016
Ontario Ministry of Labour website
www.gov.on.ca/LAB/main.htm

Workplace Benefits

Employment Insurance Benefits
Benefit provides temporary financial help to unemployed Canadians while they look for work or upgrade their skills, or on pregnancy or sick leave.
1-800-206-7218

Compassionate Care Benefits
Benefit provided to persons who have to be absent from work to care for a gravely ill family member.
1-800-206-7218
www.HRSD-drhc.gc.ca/ei-ae/pubs/compassionate_care.shtml

Training and Upgrading

Ontario Ministry of Education and Training, Training Hotline (can also provide a list of employment service agencies on request, not available on website) 1-800-387-5656 or visit their web site at www.edu.gov.on.ca.

Self-Employment

The Ministry of Economic Development, Trade and Tourism provides counselling and assistance programs to small business.

Small Business Self-help Offices offer information and advice to people wanting to start their own businesses. Each office is a first-stop source of information with access to resource materials and personal advice on preparing a business plan, managing a new business and government assistance to entrepreneurs.

For the location of the office nearest you, contact the Canada-Ontario Business Call Centre at (416) 775-3456 or Fax (416) 954-8597 or (toll-free) 1-800-567-2345. www.cbcs.org

Self-help publications are available by visiting your nearest Self-help Office or at Publications Ontario, at 880 Bay Street, Toronto or through telephone mail order. In Toronto call (416) 326-5300. Elsewhere in Ontario call (toll-free) 1-800-668-9938 or website www.publications.gov.on.ca

Publications available include:

- How to Prepare a Business Plan*
- Marketing for a Small Business*
- Record Keeping Made Easy*

SECTION FIVE:

NETWORKING

In this section, you will learn about:

- ❑ Opportunities for networking in your profession
 - ❑ The skills associated with networking
-

NETWORKING: ROLE-PLAYING

Each of the following situations involves a “networker” – someone looking to get established in their field – and a “networked” – someone already established who might be able to provide information or further contacts. Try to carry on a conversation making up any information necessary. All members of the group should evaluate the interaction and provide feedback.

Situation #1

Roles:

- You are a internationally trained accountant and have found work as a bookkeeper but you really want to get into management consulting. You have volunteered to serve as volunteer treasurer for the Board of Directors of your son’s daycare.
- You are a CMA who works for a large consulting firm. You are not in a position to hire new employees but you are well established in the company. You are also a volunteer board member for the daycare.

Situation:

During a break in the meeting, board members have a chance to chat with each other.

Situation #2

Roles:

- You are a internationally trained accountant taking a taxation course through a local university in order to improve your knowledge of Canadian tax policies. You have not found employment in your field yet.
- You are a Canadian-trained bookkeeper working in the finance department of a large manufacturing company. You are taking a taxation course in order to upgrade your skills and possibly get promoted.

Situation:

There is a coffee break during the class. The two of you meet at the water fountain.

Evaluation

- Did the “networker” make good use of this contact?
- Did he/she seem desperate? Did he/she ask the right questions?
- Did he/she give the contact her business card? Should he/she have?
- Should the “networker” follow-up with this contact? When?

NETWORKING: FOR MORE INFORMATION

COMMUNITY-BASED ASSOCIATIONS

Chartered Association of International Accountants (ACCA)

55 St. Clair Avenue West, Suite 255

Toronto, ON M4V 2Y7

Tel: (416) 966-2225

Fax: 967-6320

www.canada.accaglobal.com

- British-based accounting body; members are Chartered Certified Accountants (CCA)
- CCA designation recognized in all Commonwealth countries, except Canada

Chartered Institute of Management Accountants (CIMA)

36 Toronto Street, Suite 850

Toronto, ON

Tel: (416) -266-2462

Fax: (416) 266-2468

www.cimaglobal.com

- British equivalent of a Certified Management Accountant

The following websites provide information on community, training, employment, education, settlement and newcomer resources:

www.possibilitiesproject.com

www.211Toronto.ca

www.ONIP.ca

www.cicac.ca

www.regulators4access.ca

www.settlement.org

www.onestep.on.ca

www.ocasi.org

www.edu.gov.on.ca

- Call hotline at 1-800-387-5656 for a list of employment centres

SECTION SIX:

RELATED OCCUPATIONS

In this section, you will learn about:

- The occupations of Bookkeeper and Financial Planner/Financial Consultant.
-

RELATED OCCUPATIONS: SUMMARY

There are several occupations in Canada which use the skills associated with accounting. These occupations may also fulfill experience requirements as set by the regulatory bodies for accounting.

Bookkeepers/Accounting Clerks

Job Description: Bookkeepers and Accounting Clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other routine financial records according to established procedures.

Requirements: Vary. Some employers look for a college diploma in accounting or bookkeeping. Knowledge of one or more computerized accounting packages, such as ACCPAC, , Simply Accounting and , is necessary. Working knowledge on spreadsheet programs such as Excel and Lotus, and mainframe accounting systems are extremely helpful.

Wages and Working Conditions: Average wage for this occupation in Toronto in 2004 was \$15.68 per hour. Regular business hours are usual in these occupations. However extra hours may be worked during fiscal year or month ends, and during tax season.

Financial Planners & Consultants

Job Description: Planners and consultants identify clients' financial goals and objectives, analyze financial records, develop financial plans for clients and make recommendations concerning cash management, insurance coverage, investment planning, retirement and estate planning. They may also arrange for sale of financial products and investments, depending on the license held.

Requirements: A bachelor's degree or college diploma in business administration, commerce, economics or a related field is usually required. Training programs are offered through: Canadian Securities Institute, Investment Funds Institute, Canadian Institute of Financial Planning. Financial planners who sell regulated financial products and investments, such as life insurance and RRSPs, are required to be licensed to do so.

Wages and Working Conditions: According to The Department of Human Resources and Skills Development (HRSD)-, members of these occupations can make between \$23.64 and \$44.94 per hour. The work is sometimes done on a fee-for-service basis, or on commission from the sale of financial products. Planners and consultants may work a regular work week but sometimes work irregular hours to meet clients' needs.

RELATED OCCUPATIONS: EVALUATION

Using the information provided on accounting-related occupations, complete the following worksheet.

BOOKEEPER

- I am qualified to do the job.
- I would need little or no training to become qualified to do the job.
- The average salary meets my needs.
- The occupation is in high demand.
- I would enjoy the work.
- I have contacts that could help me find work in the occupation.
- The occupation offers working conditions that meet my needs.

FINANCIAL PLANNER/CONSULTANT

- I am qualified to do the job.
- I would need little or no training to become qualified to do the job.
- The average salary meets my needs.
- The occupation is in high demand.
- I would enjoy the work.
- I have contacts that could help me find work in the occupation.
- The occupation offers working conditions that meet my needs.

You may wish to conduct your own research to identify other related occupations. (A good source of information is at <http://lmi-imt.hrdc-drhc.gc.ca>)

Occupations to research:

WRAP-UP: WHO DOES WHAT

By now, you should have a good understanding of the roles and responsibilities of the various bodies involved in the regulated health professions. Draw a line to match the organization or government agency on the left with the responsibilities on the right.

| | |
|--|--|
| Attorney General of Ontario | Sets national policies for immigration. |
| Institute of Chartered Accountants of Ontario | Provides non-binding assessments of academic credentials. |
| Professional Association | Sets standards for skills, knowledge and behaviour for their members. |
| Citizenship and Immigration Canada | Provides labour market information on all occupations. |
| Human Resources and Skills Development Canada | Provides upgrading and training opportunities. |
| Universities & Community Colleges | Administers the laws that set out the requirements for becoming a Chartered Accountant. |
| Community-based Agencies | Provides opportunities for English language and other training, as well as employment support. |
| Comparative Education Service | Provides networking and professional development opportunities. |

WRAP-UP: GOAL-SETTING

Using what you now know about your profession in Ontario, use the following space to create a specific, measurable goal statement for yourself.

Sample goal statement:

My objective is to become employed in an entry-level accounting position within three months and to earn the designation Certified Management Accountant within three years.

Your goal statement:
