Certified General Accountants Association of British Columbia | 300 - 1867 West Broadway Vancouver, B.C. V6J 5L4 | Telephone: (604) 732-1211 Fax: (604) 732-9439 | Web: www.cga-bc.org E-mail: info@cga-bc.org

PER DIEM LISTING

REGISTRATION FORM

To qualify for this program you must have:

1. **Canadian public practice experience**
2. **Recent working paper software experience (Caseware or equivalent)**

Please fax this information to Anita Fortune, at (604) 732-1239 or mail to the address above.

* These areas must be completed to ensure registration

Step 1	Create Your Profile

* Member # 22_____ * Student # _____

* First Name: _____ * Last Name: _____

* Address: _____

* City : _____ Postal Code: _____

* Daytime Phone: (____)_____ Evening Phone: (____)_____

Cell Phone: (____)_____ E-mail: _____

* Preferred Method of Contact: ❒ E-mail ❒ Telephone

* Best Time to Contact: ❒ Weekdays ❒ Evenings ❒ Weekends

Step 2	Select Your Criteria

* **Preferred Locations**.
(Please write on the blank lines below)

a. list in order of preference
b. only one city per line
c. For the Lower Mainland only, below are the choices for you to cover a wider area with one preference:
   - Downtown Vancouver
   - Lower Mainland
   - Tri-Cities (Pt Coq, Coq, Pt Moody)
   - North Shore
   - Fraser Valley (Abbotsford, Clearbrook, Aldergrove)
   - Maple Ridge/Haney/ Pitt Meadows/Mission

* **Work Areas** (Canadian public practice experience is required for items 1 to 6.)

1. ___ Corporate Tax
2. ___ Personal Tax
3. ___ Financial Statement & Working Paper File Preparation
4. ___ Audit
5. ___ Financial Planning/Analysis
6. ___ Trusts and Estates
7. ___ Bookkeeping
8. ___ Computer Training Services
9. ___ Consulting (Name type below)

_____

___ Other _____

1. _____

2. _____

3. _____

*** Preferred Hourly Rate** (choose one)

___ $10 to 15 ___ $21 to 25 ___ $31 to 40

___ $16 to 20 ___ $26 to 30 _____ Other

Available Time

You must be available for work Monday to Friday (or a part thereof) during normal business hours to qualify for Per Diem assignments.

*** Preferred Number of Hours per Week** (choose one range)

____ 10-15 ____ 16-20 ____ 21-25

____ 26-30 ____ 31-40

*** Canadian Public Practice Experience**

How long in public practice

___ < 1 year

___ 1 to 2 years

___ 2 to 5 years

___ 5 to 10 years

___ > 10 years

___ Other _____

Highest position held in public practice

___ owner

or

___ employee

If employee, highest level held? *(choose one only)*

___ management

___ senior

___ intermediate

___ junior

Currently in public practice

___ Yes ___ No

Type of engagement experience

___ audit

___ review

___ compilation

___ trust audits

Per Diem Listing Registration Form

* **Software Skills** (Circle the programs that you have experience with)

Client Accounting/Write Up

___ Accpac Simply ___ MYOB/Plus

___ QuickBooks/Pro ___ Simply

___ Great Plains

Other _____

Tax

Cantax

Profile T1 Profile T2

Tax Prep T1 Tax Prep T2

Quick Tax

Other _____

Word Processing

Microsoft Word WordPerfect

Other _____

Spreadsheets

Excel Other _____

Database

Access Other _____

Working Paper

Caseware – WK info

Other _____

*** Industry Familiarity (✓ all those that apply)**

Service

___ hotel ___ restaurants

___ stores ___ food & beverage

___ insurance ___ travel agency

Professional

___ medical ___ legal

___ dental ___ engineering

___ Manufacturing

Financial Services

___ banking ___ brokerage

Information Technology

___ computer consulting

___ telecommunications

Real Estate

___ prop management

___ development

___ Not-For-Profits

___ Public Companies

___ Construction

___ Research & Development

Government

___ municipal ___ provincial

___ federal ___ education

___ First Nations

___ Entertainment

___ Pharmaceutical

___ Forestry

___ Mining

Other Designations (Indicate country if obtained outside of Canada)

___ Certified Financial Planner

___ Chartered Business Valuator

___ Certified Management Consultant

___ other _____

Other Information

_____

_____

_____

_____

Step 3	Keep Us Informed - so we can keep in touch

Contact us in writing or via e-mail to afortune@cga-bc.org with any changes to your information or to remove yourself from the per diem pool. Please note that any profile changes made through CGADirect will not update the Per Diem Pool at this time.

For more information please contact Anita Fortune at (604) 714-2350 or (800) 565-1211 extension 350.