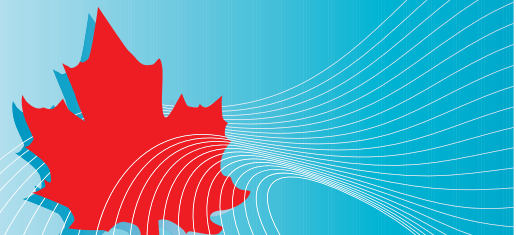


Explore your opportunities with the Aboriginal Tax Officer Apprenticeship Program

For more information, go to:
www.cra.gc.ca/aboriginalprogram



Aboriginal Tax Officer Apprenticeship Program

At the Canada Revenue Agency (CRA), our focus is on people, progress, and professional development. We're always looking for highly motivated individuals who have the potential to become tax officers within the organization, and who would be committed to providing quality service that responds to the needs of our diverse clientele.

The Aboriginal Tax Officer Apprenticeship Program (ATOAP) aims to recruit, develop, and retain qualified Aboriginal college and university graduates, as well as those who are in their final year of a degree or diploma program.

Apprentices receive the same competitive salaries and benefits as full-time employees. Various non-salary benefits, such as flexible work hours and reimbursement of tuition fees for successfully completed courses in support of the employee's career, may also be available.

The 24-month ATOAP offers assignments in areas such as audit, taxpayer services, or debt management. On-the-job coaching and specialized training courses are provided during each assignment.

During the program, apprentices will:

- promote compliance with acts and regulations administered by the CRA;
- perform audits on a variety of small owner-operated businesses;
- interpret and apply the *Excise Tax Act* and *Income Tax Act*;
- respond to verbal or written enquiries from a variety of taxpayers;
- deal with tax practitioners and other professional representatives;
- collect outstanding accounts receivable for all revenue types.

The program helps apprentices develop competencies in areas such as:

- client service orientation;
- effective interactive communication;
- analytical thinking;
- writing skills (English and/or French).

Questions and Answers

Who can apply?

Individuals who meet the educational requirements by the date specified in the job notice, including:

- Aboriginal students in their final year of a degree or diploma program at a recognized postsecondary institution;
- Aboriginal individuals who have a degree or diploma from a recognized postsecondary institution;
- Aboriginal employees of the CRA or other federal government organizations who meet the educational requirements.

Who is an Aboriginal?

An Aboriginal person is a North American Indian or a member of a First Nation, a Métis or an Inuk.

North American Indians or members of a First Nation include status, treaty, or registered Indians, as well as non-status and non-registered Indians.

How do I apply to the program?

All job notices are posted on our Web site at www.cra.gc.ca.

From the CRA home page, select *Job opportunities*, then *Student and graduate hiring*, *Aboriginal Tax Officer Apprenticeship Program*, for program information, and *Search job notices*.

What salary can I expect?

Apprentices begin the program in an SP-04 position, and are promoted to an SP-05 position upon successful completion of the 24-month program.

Salary grids are posted on our Web site.

From the CRA home page, select *Job opportunities*, then *Working with us*, *Benefits – Pay Rates*, and SP.

Is there a probation period?

Participants are on probation for the full 24-month duration of the program.

CRA employees and other federal government employees who have already served a probation period are not subject to probation when joining the program.

Where can I find additional information?

For more information, go to:
www.cra.gc.ca/aboriginalprogram