

Position: Associate Director, Professional Conduct
Reports to: Vice President, Professional Conduct
Contract type: Regular, Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a results-driven CPA with solid investigative skills balanced with a drive to utilize their management and collaborative leadership skills for the Associate Director, Professional Conduct position. We are proudly recognized as one of BC's Top Employers for 2020. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.

Job Summary

Reporting into the Vice President, Professional Conduct, the Associate Director is integral to the effective regulation of the professional conduct of members, students and firms. This position is responsible for supporting the delivery of processes and programs to resolve complaints, and conducting investigations into professional conduct complaints.

In this role, you will directly contribute to CPABC's primary mission to protect the public by ensuring that professional standards are being met, while also balancing the requirement to maintain fair processes.

Key Responsibilities

Investigations (50%)

- Conduct increasingly complex investigations into professional conduct complaints received by CPABC, in compliance with the CPA Act, Bylaws, Bylaw Regulations, policies and procedures;
- Produce investigation reports and case presentations for Committee review, to conclude investigations conducted;
- Assist with developing and delivering process and system improvements.

Professional Conduct (40%)

- Supporting the development and delivery of processes and programs in the professional conduct regulatory area ("key regulatory area");
- Supporting appropriate planning, evaluation and reporting in the key regulatory area;
- Supporting the application and maintenance of policies and procedures related to the areas of responsibility of this position;
- Maintaining practices that meet or exceed international and national standards;
- Assisting in maintaining appropriate governing documentation to enable effective regulation of the key regulatory area;
- Supporting continuous improvement of CPABC professional conduct processes and systems;
- Ensuring departmental compliance with records management policies;
- Maintaining an awareness of and respect for the priorities of other CPABC Departments and help ensure that other Departments are aware of the priorities for the key regulatory area;
- Providing appropriate, effective and timely documentation to support decision making.

Ongoing Projects & Ownership (10%)

- Under the supervision of the Vice President, deliver on all governing documents management processes, including producing amendments;
- Drafting and producing content for department website and newsletter;
- Take ownership of future projects and responsibilities such as:
 - Investigator training, ensuring compliance with our document management system;
 - Records management, retention and destruction.



In addition to the specific responsibilities identified above, support general CPABC activities including:

- Effective risk management;
- Fostering and maintaining positive relations with stakeholders and peers;
- Compliance with applicable laws, agreements and policies; to support the Board in fulfilling their legal/governance responsibilities;
- Such other duties and responsibilities as may be required by legislation;
- Such other duties and responsibilities as may be assigned by the Vice President, Professional Conduct from time to time.

Key Requirements

- CPA designation required;
- Five (5) plus years of post-designation experience in public practice or business required;
- Minimum five (5) years experience conducting investigations or equivalent experience;
- Two (2) plus years experience in a management role would be an asset;
- High level of technical competence in accounting standards required;
- Regulatory experience would be a significant asset;
- Strong professional judgment and problem resolution skills;
- Effective interpersonal and communication skills, comfortable in dealing with senior leaders;
- Strong teamwork skills and collaborative working style;
- Diplomatic and tactful, with the ability to deliver difficult messages and provide guidance;
- Courage and ability to have the tough conversations or take unpopular actions when necessary.

Why join our team? CPABC offers a balanced and flexible work environment with a competitive compensation package for this exciting and challenging position. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

If this job outline describes you, please email your **résumé and cover letter with salary expectations** to HRCPABC@bccpa.ca. This position will remain open until filled.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 37,000 CPA members and 5,000 CPA students. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC was presented with a BC Top Employer award for 2020.