

Position: Associate Director, Member Advisory Services
Reports to: Director, Member Advisory Services
Contract type: Indefinite, Full Time (37.5 hours per week) with flexibility to go Part Time (22.5 - 30 hours per week)
Work Arrangements: Hybrid Work (in-office and remote)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and analytical CPA with excellent attention to detail for the Associate Director, Member Advisory Services role. We are seeking a full time hire, with flexibility to consider a part time hire.

This is a great opportunity for you to apply your technical and leadership skills in a unique and exciting role. We are proudly recognized as one of BC's Top Employers for 2022. 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

The Associate Director, Member Advisory Services works alongside another Associate Director and the Director and assists members with ethical, technical, practice management, and other profession-related issues. In addition, the Associate Director assists the general public in their dealings with their professional accountant and responds to enquiries about the profession. The Associate Director also supports member events and services that enhance the profession such as member forums and other ad-hoc groups (including stakeholder consultations).

Key Responsibilities:

Member, Student, Candidate and General Public Support (30%)

- Support members by providing unofficial verbal consultations on the application of the CPABC bylaws, rules, and guidance, the CPA Canada Handbook, and other technical matters. Provide guidance on the process of public practice licensing/registration, professional liability insurance, mentor requirements, incorporation, and other practice management issues;
- Assist members, students and candidates in dealing with actual or potential discipline enquiries to resolve them in an informal, timely, and sensitive manner;
- Discuss career options with members, students and candidates, and provide instructions on how to use the Career Site on bccpa.ca as well as other resources available to them (member savings programs, CPA Canada resources, etc.);
- Support members, students and candidates by providing sound technical and professional counsel in all relevant areas of the profession;
- Respond to questions from the general public on a broad range of subjects (e.g. fees charged by CPAs, why choose a professional accountant, etc.);
- Confer with the general public on discipline/conduct matters. If requested, may review concerns with the parties involved to seek resolution before a more formal discipline process is undertaken.

Develop Guidance and Support Materials (30%)

- Write and collect articles, guidance materials, and other resources and tools for CPABC publications (CPABC eNews, CPABC In-Focus, etc.) and the Public Practice Knowledge Base section of the CPABC website;
- Participate on various national working groups, committees and sub-groups, and contribute to the development of support materials which can be deployed nationally. May on occasion lead one or more of these sub-groups;
- Perform fatal flaw reviews on the CPA Canada publications, course materials, and other documents as needed to ensure these documents correctly reflect the standards and rules of conduct of the profession.

Member Forum Support (20%)

- Provide staff support to various member forums by arranging and hosting meetings, working with the chair to prepare the agenda, following up on member enquiries, coordinating event evaluations, and making venue arrangements.



Special Projects (15%)

- Assist in the coordination of the biennial risk management seminar sponsored by CPA Professional Liability Plan Inc. by acting as the liaison between the sponsor, the speakers, and the PD department;
- Perform outreach and prepare responses to national and international exposure drafts, or other such discussion or consultation papers;
- Meet with the Regulatory staff, practice review officers, and other divisional staff to identify areas where additional support and guidance might be beneficial;
- Other duties and responsibilities as assigned.

Strategic Development (5%)

- Develop and maintain systems to monitor and measure results in order to adjust the departmental and divisional plans periodically to ensure their timeliness and continued success, reporting on key statistics.

Key Requirements:

- Chartered Professional Accountant (CPA) designation is required;
- Ten (10) to fifteen (15) years of experience in a professional services capacity, or similar function;
- Public practice experience:
 - performing: audits, reviews and compilation engagements in accordance to CPA Handbook – GAAS;
 - preparing financial statements in accordance to CPA Handbook - GAAP (primarily. ASPE, IFRS, and NFPO);
 - familiarity with Canadian tax compliance;
 - and familiarity with other advisory services
- Industry experience:
 - providing financial services/supports to business units within a service and/or retail organization
- Understanding of the standard setting process and developing practitioner resources / guidance.
- Demonstrated ability to problem solve through research and interpretation of standards, policies, bylaws and other governing documentation;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Diplomatic, tactful, and comfortable in dealing with senior management or partners;
- Ability to work collaboratively as a member of a team and independently with minimum supervision;
- High attention to detail, refined organizational / time management skills;
- Advanced analytical skills with the ability to deal with sensitive and complex information;
- Intermediate proficiency with MS Office, in particular Word, Excel and Outlook;
- Proven ability to prioritize competing requirements and deadlines under pressure;
- Ability to travel within BC with flexibility to attend meetings in the evenings, as may be required.

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca. This posting will remain open until August 17, 2022.

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

Why join our team? CPABC offers an entrepreneurial environment with a competitive compensation package. 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*

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 38,000 CPA members and 6,000 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 three consecutive years, most recently for 2022.