

**Position:** Associate Director, Practice Review  
**Reports to:** Director, Practice Review  
**Contract type:** Indefinite, Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a CPA who is results driven with proven leadership, stakeholder engagement, and influencing skills for the Associate Director, Practice Review position. This is a great opportunity for you to apply your technical and leadership skills in a unique and exciting role. We are proud and honoured to have been recognized as one of BC's Top Employers for a fourth consecutive year in 2023. Come join a collaborative and high performing network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.*

### **Job Summary**

The Associate Director, Practice Review is responsible for delivering a program which involves the inspection of member and firm professional practices, with the purpose of having them remedy deficiencies in their practice, competence, or conduct, while also providing an educational experience to the member and firm.

In this role, the Associate Director will directly contribute to CPABC's primary mission to protect the public by ensuring that professional standards are being met, while also balancing the educational mandate of the department.

### **Key Responsibilities:**

#### ***Practice Review Program***

- Conduct practice reviews and consistency reviews;
- Hold discussions with practitioners and Practice Review Officers ("PROs") to resolve technical and administrative issues;
- Assist in providing training and support to contract PROs, including participating in PRO meetings;
- Assist with developing and delivering program improvements, which includes incorporating changes as a result of the evolving regulatory landscape, maintaining systems & processes and updating resources (checklists, questionnaires, etc.);
- Carry out our educational mandate by co-presenting in the annual "Common Deficiencies" professional development course and co-authoring publications in the CPABC Public Practice Knowledge Base;

#### ***Public Practice Committee Support***

- Provide support to the Committee members in dealing with any questions on inspection files;
- Assist in providing training to new Public Practice Committee members;

#### ***Other Projects & Strategic Initiatives***

- Contribute to the strategic and operational plan and budget for the Public Practice Department, which aligns with the overall strategic plan for CPABC;
- Keep technical training current and up-to-date with exposure drafts and any other upcoming changes to professional standards;
- Responsible for the application and maintenance of policies and procedures related to the areas of responsibility of this position;
- Work collaboratively with all members of the Public Practice team, to ensure effective regulatory oversight of public practitioners;
- Provide support to other departments in their projects, as required;
- Other duties and responsibilities as assigned from time to time.



**Key Requirements:**

- CPA designation is required;
- 2-3 years of post-designation experience in public practice, focusing on assurance engagements (IFRS is preferred but not required);
- Minimum 1 year of experience in a management role;
- High level of technical competence in accounting and assurance standards is required;
- Strong professional judgment and problem resolution skills;
- Effective interpersonal and communication skills; comfortable in dealing with senior management or partners;
- Diplomatic and tactful; with the ability to deliver difficult messages and provide guidance;
- Courage to have the tough conversation or take unpopular actions when necessary;
- Strong coaching skills, delegates effectively, and able to help others to grow and develop.

**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*

The starting salary range for this position is \$105,950 – 125,800 based on candidates' qualifications, experience, and internal parity. Exceptions may be considered with further review.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto: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 40,000 CPA members and 6,000 CPA students and candidates. 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 is proud to have been presented with a fourth consecutive BC Top Employer award in 2023.*