

Position: Associate Director, Practice Review
Reports to: Director, Practice Review
Contract type: Regular, 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 proudly recognized as one of BC's Top Employers for three consecutive years, most recently for 2022. Come join a high performing and collaborative network of like-minded professionals by applying for the position.

Job Summary

The Associate Director, Practice Review works alongside three other Associate Directors, reporting to the Director of Practice Review, to deliver a program which involves the practice inspection of over 2800 CPA firms for the purpose of having them remedy any identified deficiencies in their practice. 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 educational mandate of the department. As well, this role will work with firms/organizations who wish to train CPA students in pre-approved programs to ensure that they are able to deliver a training program that provides the students with the practical experience required for certification.

Key Responsibilities:

Practice Review Program

- Conduct practice reviews of firms to assess compliance with CPA Canada Handbook standards and, in instances of non-compliance, provide recommendations for improvement.
- Perform consistency reviews on other Practice Review Officers ("PROs") inspection files to ensure consistency of assessments across inspections in accordance with the national methodology;
- Discussions with practitioners and PROs to resolve technical and administrative issues;
- Identify trends in which deficiencies are being identified, and support in the development of courses, articles or other communications that highlight these key areas for practitioners;
- Interact/Collaborate with other PROs, including:
 - Working on joint inspections
 - Providing training and assistance with regard to changes in the program
 - Holding regular meetings to discuss issues and promote consistency in assessment
- Develop and deliver program improvements, including
 - Development and testing of the new practice review software
 - Assessing existing processes and looking for improvements
 - Updating resources such as checklists and questionnaires;
- Review firm response letters to ensure they are appropriately addressing key issues identified in their inspection and following the recommendations made by the Public Practice Committee;

Pre-approved Training Offices

- Review applications from firms/organizations who wish to train CPA students in a pre-approved program, including liaising with education staff, and firms/organizations with regards to the number of students they may train;
- Monitoring pre-approved training offices in accordance with their respective applications, to ensure they are providing their CPA students with appropriate practical experience leading to certification;
- Engaging firms, students or the education team relating to the practical experience requirements, competency development and eligibility for future licensure in public accounting;
- Provide information to members/students on bridging requirements to public accounting licensure, including criteria for licensing in various categories;



Public Practice Committee Support

- Provide support to the Committee members in dealing with any questions on inspection files;
- Prepare datasheets/reports that support various policies or proposed program changes;

Other Projects & Strategic Initiatives

- Collaboration with other departments, such as Advisory Services and Professional Development;
- Contribute into 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;
- Provide support to other departmental initiatives or projects, as required;

Key Requirements:

- CPA designation is required;
- 5+ years of post-designation experience in public practice, focusing on assurance engagements;
- Minimum 2 years' 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, enjoys collaboration;
- Diplomatic and tactful; with the ability to have tough conversations and deliver difficult messages;
- Strong coaching skills; with the ability to provide guidance 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*

If this job outline describes you, please email your **résumé** and **cover letter** 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 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 the past three consecutive years, most recently for 2022.