

**Position:** Executive Assistant  
**Reports To:** Executive Vice President, Learning & Engagement  
**Contract Type:** Indefinite, Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, collaborative and results-driven individual for the position of Executive Assistant. 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 for the position.*

### **Job Summary**

Reporting to the Executive Vice President, Learning & Engagement (L&E), the Executive Assistant provides confidential and senior-level administrative support to the EVP, Learning & Engagement. In addition, this role will also provide ongoing support to CPA's Education Foundation (CPAEF), Benevolent Fund (CPABF) and our Chapters. The Executive Assistant will also be responsible for the general administrative support of the Division, including supporting leadership with their involvement on national committees, Human Resources support, and assisting with ad-hoc projects.

### **Key Responsibilities:**

#### **Administrative Support to the EVP and L&E Division**

- Provide confidential administrative support to the EVP, Learning & Engagement, including email and calendar management, monthly expense reporting and travel and accommodation bookings;
- Provide confidential administrative support to the Learning & Engagement Division on an as needed basis, including:
  - Arranging staff meetings, organizing catering and setting up audio/visual resources;
  - Managing the Division's credit card expenses and monthly reconciliation;
  - Assisting with Division-requested surveys (e.g. Chapter, Member, Student, etc.);
  - Ordering swag items, maintaining inventory logs and assembling member packages;
  - Assisting with minute taking and newsletter updates;
  - Other ad-hoc administrative responsibilities as needed;
- Assist with arranging national committee meetings and attending meetings (as assigned); recording minutes and distributing committee materials and packages as required;
- Track and coordinate assigned projects and provide regular status reports, including follow-ups, as required;
- Review and proofread reports for editing and presentation purposes;
- Assist with research activities and compile information related to special projects, as requested;
- Provide Divisional material to CPABC members and groups, as required;

#### **CPA Education Foundation (CPAEF) and Benevolent Fund (CPABF) Administrative Support**

- Monitor the CPAEF inbox, answering inquiries and escalating issues as needed;
- Support the development, coordination and release of CPAEF and CPABF related communications (e.g. articles, social media posts, blogs, etc.);
- Regularly assess and update CPAEF and CPABF website content, including online applications, ensuring compliance with FOIPPA and accessibility legislation;
- Assist with scheduling CPAEF and CPABF Board of Governors and/or Executive Committee meetings, taking minutes as necessary;
- Act as the CPAEF representative with the CPABC Academic Forum, distributing CPAEF news updates and surveys to solicit feedback on speaking topics and current trends;
- Collect and evaluate the CPAEF adjudicated award applications, putting forth recommendations to the Vice President, Student Recruitment & Employer Relations;
- Create and distribute CPAEF award and rejection letters;
- Collect and store CPAEF donation receipts, and conduct preliminary evaluation of incoming requests for new awards, donations and endowments;



### **Chapter Support**

- Provide ongoing maintenance of various electronic trackers (e.g. Chapter coupons redeemed, upcoming events, participation at past events, post-event survey results, etc.);
- Assist with event registrations, notifications and redemptions;

And other duties and responsibilities as may be assigned from time to time.

### **Key Requirements:**

- Post-Secondary qualification in Business, Administration or a related discipline;
- Five (5) to seven (7) years of Administrative Support or equivalent experience required;
- Credentials in Executive or Administrative support would be beneficial, but are not required;
- Intermediate to advanced proficiency with MS Office, including Word, PowerPoint, Excel and SharePoint;
- Strong sense of confidentiality, professionalism, diplomacy and tact;
- Intermediate proficiency with surveying tools (e.g. Survey Monkey);
- Adept at managing multiple competing priorities, with the ability to multi-task effectively;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational and time management skills.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca) . This posting will remain open until filled.

We thank all candidates who respond; however, only those selected for an interview 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 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 BC Top Employer award for 2020, 2021 and 2022.*