

**Position:** Member Records Assistant  
**Reports to:** Associate Director, Membership Registration  
**Contract type:** Fixed Term; Full Time (until May 31, 2023)

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a collaborative, detail oriented individual with strong organizational skills for the position of Member Records Assistant. We are proudly recognized as one of BC's Top Employers for 2021. 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 to the Associate Director, Membership Registration, the Member Records Assistant is responsible for providing a wide range of administrative support to the Membership Registration department and its stakeholders. This role is critically important to ensuring service standards and key deliverables are met in a timely and efficient manner, while contributing to the overall success of the department through collaboration and teamwork.

### **Key Responsibilities:**

#### **Member Support & Data Management (90%)**

- Update member and employer records in membership database;
- Receive, distribute and file all inbound departmental mail;
- Review, organize and maintain file room in accordance with CPABC's document policies;
- Run weekly and ad-hoc reports on member data, confirming all information is accurate and correct;
- Assist with the creation, preparation, maintenance and quality control of department documentation and written material;
- Distributing department materials to stakeholders, as required;
- Maintain department document records in accordance with CPABC's document retention policies;
- Maintain department files, forms, databases and SharePoint sites as required;

#### **Department Administration (10%)**

- Respond to general queries from internal and external contacts and stakeholders, raising issues to senior leaders as required;
- Draft and distribute formal correspondence for the department as necessary;
- Assist the department with ad-hoc projects and requirements as necessary; and
- Continually seek out and opportunities for process improvement; and
- Other duties and responsibilities as assigned from time to time.

### **Key Requirements:**

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- One (1) plus years of experience in an administrative capacity, or similar function;
- Excellent interpersonal and communication 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 and the ability to multi-task;
- Ability to deal with sensitive and complex information in a discreet and professional manner;
- Intermediate proficiency with MS Office, in particular Word, Excel and Outlook;
- Proven ability to prioritize competing requirements and deadlines under pressure.

If this job outline describes you, please reach out to our People & Culture team at [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca) with your **resume** and **cover letter**. **This position will remain open until filled.**



We thank in advance all candidates who respond; 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 2020 and 2021.