

Position: Member Records Digitization Assistant
Reports to: Associate Registrar
Contract type: Full Time, Fixed Term (4 months, May 2022 – August 2022)

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 Digitization 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 Associate Registrar, the Member Records Digitization Assistant is responsible for preparing membership files for scanning and permanent digital retention. This role is critically important to ensuring proper records retention in a timely and efficient manner.

Key Responsibilities:

Membership File Management (95%)

- Create and print member file coversheet from membership database;
- Review, cull, and prepare member files in accordance with digitization requirements;
- Resolve exceptions as directed by Associate Registrar; and
- Scan membership files into digital database.

Department Administration (5%)

- Assist the department with ad-hoc projects and requirements as necessary; and
- Other duties and responsibilities as assigned from time to time.

Key Requirements:

- 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 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 three consecutive years, most recently for 2022.