

Position: Practical Experience Officer
Reports to: Manager, Candidate Assessment and Support
Contract type: Contract, Part-Time – 8 months (15 – 20 hours per week)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and service-focused individual with strong communication skills and attention to detail for the Practical Experience Officer role. We are proudly recognized as one of BC's Top Employers for 2020. 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

The Practical Experience Officer will assess CPA candidates' practical experience submission reports, primarily for experience verification route ("EVR"), as well as provide advisory services support to CPA candidates to help ensure they meet CPA practical experience requirements ("PER"). As part of this support, this individual will liaise with the candidate's employer, supervisor, and/or mentor.

Key Responsibilities:

Practical Experience – Assessment and Advisory

- Review and complete assessments of candidates' practical experience reporting submissions, which includes change of job, profession assessment requests, and completion assessments. The assessment includes reviewing work experience responses for technical and enabling competencies against practical experience competency criteria;
- Provide reviewer commentary and feedback to support and guide candidates in understanding their individual assessment reporting and ensuring that candidates appropriately express levels of their experience;
- Liaise with team members in outstanding issues related to candidate, mentor, supervisor, program manager and/or program leader for missing information and/or further evidence or clarification related to the candidate's assessment;
- Assist with assessment and practical experience related advisory issues and calls to provide guidance/support to CPA candidates.

Key Requirements:

- Chartered Professional Accountant (CPA) designation required;
- Bachelor's degree required, additional credentials would be beneficial, but are not mandatory;
- Five (5) plus years of progressive public practice and/or industry experience required;
- Demonstrated ability to problem solve through research and analysis;
- Customer-centric approach with a strong track record of identifying and implementing process improvements;
- Excellent interpersonal and communication skills, both verbally and written;
- Meticulous attention to detail, refined organizational and time management skills;
- Intermediate proficiency with MS Office, in particular Word, Excel and Outlook;
- Proven self-starter and team-builder with the ability and aptitude to self-motivate and take initiative with little supervision or direction.

If this job outline describes you, please email your **résumé** and **cover letter** with **salary expectations** to HRCPABC@bccpa.ca. This posting 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 37,000 CPA members and 5,000 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.