



Position: Professional Advisor, Member Advisory Services
Reports To: Director, Member Advisory Services
Contract Type: Indefinite, Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and analytical CPA with excellent attention to detail for the Professional Advisor, Member Advisory Services role. This is a great opportunity for you to apply your technical and consultative skills in a unique and exciting role. 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 to the position.

Job Summary

The Professional Advisor, Member Advisory Services works alongside the Associate Director and the Director to provide advisory services to CPABC members and the public. The Member Advisory Services (MAS) department assists members with ethical, technical, practice management, and other profession-related issues. In addition, the MAS department assists the general public in their dealings with their professional accountant and responds to enquiries about the profession. The MAS department also supports member events and services that enhance the profession such as member forums and other ad-hoc groups (including stakeholder consultations).

Key Responsibilities:

Member, Student, Candidate and General Public Support

- Triage incoming enquiries from members, students, candidates, and the general public;
- Support members by providing unofficial consultations on the application of the CPABC bylaws, rules, and guidance, the CPA Canada Handbook, and other technical matters;
- Provide guidance on the process of public practice licensing/registration, professional liability insurance, mentor requirements, incorporation, and other practice management issues;
- Respond to questions from the general public on a broad range of subjects (e.g. fees charged by CPAs, why choose a professional accountant, etc.);

Member Forum Support

- Provide staff support to various member forums by arranging and hosting meetings, setting up online registration, working with forum leaders to prepare the agenda, sending out event invitations and reminders, tracking registrations, following up on forum member enquiries, registering/de-registering members, creating event surveys, sending out post-event surveys, coordinating event evaluations, and making venue arrangements;

Guidance and Support Materials

- Support the MAS department in writing and collecting articles, guidance materials, and other resources and tools for CPABC publications (CPABC eNews, CPABC In-Focus, etc.) and the Public Practice Knowledge Base section of the CPABC website;

Special Projects

- Assist the MAS department in the coordination of outreach activities and preparation of responses to national and international exposure drafts, or other such discussion or consultation papers;
- Meet with the Regulatory staff, practice review officers, and other divisional staff to identify areas where additional support and guidance might be beneficial;
- Other duties and responsibilities as assigned.

Key Requirements:

- Chartered Professional Accountant (CPA) designation is required;

- Four (4) to eight (8) years of experience in public practice, preferably in a managerial or professional services capacity;
- Public practice experience:
 - performing: audits, reviews and compilation engagements in accordance to CPA Handbook – GAAS;
 - preparing financial statements in accordance to CPA Handbook - GAAP (primarily ASPE, IFRS, and NFPO);
 - familiarity with Canadian tax compliance;
 - and familiarity with other advisory services
- Understanding of the standard setting process and developing practitioner resources / guidance;
- Demonstrated ability to problem solve through research and interpretation of standards, policies, bylaws and other governing documentation;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Diplomatic, tactful, and comfortable in communicating with senior management or partners;
- Demonstrable customer service experience;
- Ability to work collaboratively as a member of a team and independently with minimum supervision;
- High attention to detail, refined organizational / time management skills;
- Advanced analytical skills with the ability to deal with sensitive and complex information;
- Intermediate proficiency with MS Office, in particular Word, Excel and Outlook;
- Proven ability to prioritize competing requirements and deadlines under pressure;
- Ability to travel within BC with flexibility to attend meetings in the evenings, as may be required.

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

We thank in advance all candidates; 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 39,000 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.