

**Position:** Senior Practice Review Coordinator  
**Reports to:** Director, Practice Review  
**Contract type:** Regular; Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a collaborative, detail-oriented individual for the position of Senior Practice Review Coordinator. 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**

The Senior Practice Review Coordinator is the primary administrative support for the Public Practice Committee meetings and Committee members, along with processing practice inspection files, following up on action plans and signed Determination & Recommendations, as well as providing overall administrative support to the practice review program.

### **Key Responsibilities:**

#### ***Committee Support***

- Coordinate all aspects of Committee meetings, including the agenda and meeting materials, loading materials to a secure web portal, facilitating online and, eventually, in person meetings, and other details;
- Coordinate with staff to ensure materials are prepared by set deadlines and prepare a package for review by the VP, Public Practice Regulation;
- Prepare Committee reports which includes summaries of inspection files for Committee members to review ahead of the meeting date;
- Track responses from Committee members of their confirmation with the zone assessment on inspection files assigned to them;
- Assist with the preparation of the annual orientation of new Committee members;
- Primary staff support in attendance at all virtual and in-person Committee meetings.

#### ***CPA Practice Review Program***

- Process completed practice inspection files for consistency review, including preparation of a file presentation summary for Committee members assigned files where the firm has not met requirements;
- Draft post-Committee correspondence to firms confirming their final assessment;
- Follow up on outstanding action plans and signed determinations and recommendations;
- Track the reports and correspondence required for firms who have been required by the Committee to have supervised practices;
- Upload results of the practice review to share with other regulatory bodies as stipulated in our Memorandum of Understanding.

#### ***Other Practice Review Department Duties***

- Generate quarterly and annual reports on completed inspections, student approvals and other statistics as required;
- Assist with training of new or temporary staff;
- Continued development of practice inspection software;
- Contact with firms/members who have questions regarding their inspection results and other general queries;
- Assist the department with various other projects on an as needed basis;
- Provide coverage within the administrative team.



### **Key Requirements:**

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- Five (5) plus years of experience in an administrative capacity, or similar function;
- 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 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 email your **résumé** and **cover letter** with **salary expectations** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). **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.*