



Position: Senior Professional Conduct Coordinator
Reports To: Vice President, Professional Conduct
Contract Type: Indefinite, Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, collaborative and results-driven individual for the position of Senior Professional Conduct Coordinator. We are proud and honoured to have been recognized as one of BC's Top Employers for a fifth consecutive year in 2024. 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 Vice President, Professional Conduct, the Senior Professional Conduct Coordinator is responsible for the administrative coordination for the Professional Conduct department, helping ensure all service standards are met. This includes coordinating the Investigation Committee and Disciplinary Committee panels, membership assistance, meeting preparation and follow up, and invoice processing with Finance. This position also coordinates Professional Conduct and committee content on the CPABC website while overseeing maintenance of CPABC's governing documents.

Key Responsibilities:

Filing

- Coordinate department filing activities, including current / archived paper files and electronic files (Time Matters / TM);
- Open new electronic files in Time Matters, including creating new contacts for respondent and complainant, and any lawyers involved as well;
- Scan evidence and correspondence for electronic files and updating paper files;
- Post emails and internet screen shots to files in TM;
- Track and post delivery status of correspondence to individuals involved in files;
- Prepare payments for accounting and post payment confirmations to TM;
- Create and maintain a follow-up list in TM for any files with outstanding items;
- Log and move closed files to archive;
- Update logs and arrange for the destruction of archived files as per CPABC's retention policies.

Meetings

- Book meeting spaces, including breakout rooms and lunch rooms (if needed);
- Coordinate with Operations for room layout changes, beverages and catering;
- Arrange video meeting link as necessary, and coordinate virtual meeting as host;
- Finalize any agendas and meeting materials (e.g. hyperlinking investigation reports, scripts, guest and regrets lists, presentations, etc.);
- Post agenda and meeting materials to the committee portal and informing committee members when materials are available;
- Assist committee members with requests for help on items such as materials, special dietary requirements, hotel & parking information, etc.;
- Draft any meeting follow-up correspondence regarding committee case outcomes;
- Compile and summarize meeting assessments and track statistics;
- Prepare and process payments for catering, investigators, honorariums for public representatives, and any sundry expenses by committee members (parking, mileage, etc.);

Bylaws Committee and Investigation Committee

- Work with IT and Webmaster to assign roles and access for new members each year
- Prepare and maintain Contact Information Roster with any updates throughout the year and post to Committee online portal;
- Ensure all Committee members complete and sign pledge and declarations annually;
- Keep Committee portal up-to-date;

Governing Documents

- Assist with maintaining relevant governing documents (e.g. CPABC Code of Professional Conduct, CPABC Bylaws, CPABC Bylaw Regulations, etc.);
- Assist VP, Professional Conduct in preparation of Bylaws Committee and Board Data Sheets regarding proposed amendments;
- Update the Bylaws Regulations with the approved amendments, if any, and post to CPABC's website, circulating to specified staff and updating the Concordance Table;
- For Bylaws and Code of Professional Conduct changes, update Concordance Table and note for AGM preparation;

Ethics Checks

- Researching case history for CPA, CGA, CMA and CA's;
- Requests come from PERT for mentor checks, Public Practice for licensing, Professional Development for instructors, Executive for awards, and Membership for readmission and Interprovincial Transfers.

Key Requirements:

- Post-Secondary degree in a related discipline, or equivalent experience;
- Minimum of three (3) to five (5) years of experience in a Legal Assistant, Office Administration or Coordinator role, or similar capacity;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Sound judgement and discretion in dealing with highly confidential & sensitive information;
- A high degree of tact, diplomacy and professionalism;
- Process oriented with excellent attention to detail and problem solving skills;
- Intermediate proficiency with MS Office, including Word, PowerPoint, Excel and SharePoint;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail and accuracy, refined organizational and time management skills;
- Proven ability to prioritize competing requirements and deadlines under pressure.

The starting salary range for this position is \$49,600 – 58,900 per annum, based on candidates' qualifications, experience, and internal parity. Exceptions may be considered with further review.

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 all candidates who respond; however, only those selected for an interview 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 40,000 CPA members and 6,000 CPA students and candidates. 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 is proud to have been presented with a fifth consecutive BC Top Employer award in 2024.