

**Position:** Senior Systems Administrator  
**Reports to:** Manager, IT Operations  
**Contract type:** Regular; Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and analytical individual with excellent attention to detail for the Senior Systems Administrator role. 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**

Reporting to the Manager, IT Operations, the Senior Systems Administrator (SSA) will have four key areas of responsibility: security & compliance, ongoing IT operations, ongoing M365 and Azure operations, and planning & R&D. The SSA will be responsible for helping to ensure CPABC meets our compliance requirements, configuring and supporting our security systems and tools. In addition, the incumbent will help implement and maintain our infrastructure and hardware while playing a key role in the support of Microsoft 365, Azure and other cloud services.

### **Key Responsibilities:**

#### **Security and Compliance (30%)**

- Implement and maintain security solutions such as our SIEM and vulnerability assessment tools;
- Perform periodic vulnerability scans on all IT systems to ensure continued compliance with industry standards including PCI-DSS, FOIPPA, etc.; remediating issues with the IT Sec Ops team;
- Investigate, analyze, and document significant security events and unplanned downtime events;
- Actively participate in internal and external security programs and processes, including: Patch Management, Incident Response Team, Disaster Recovery Team, penetration testing and Information Security Assessment review processes;
- Stay up-to-date on security advisories, providing recommendations and contributing to CPABC's policies and procedures while developing and maintaining applicable documentation;
- Provide 24x7 incident response for high-severity incidents related to critical infrastructure;

#### **Ongoing IT Operations (30%)**

- Recommend, implement and maintain on-prem and cloud servers, networks, storage, applications, firewalls, etc.;
- Respond to inquiries from staff, administrators and outside consultants, providing technical assistance and troubleshooting for complex issues;
- Monitor system availability and performance, and make recommendations for improvements;
- Ensure all system and support processes are documented and kept up-to-date;
- Participate in IT Ops and Sec Ops projects as directed;

#### **Ongoing Microsoft M365 and Azure Operations (25%)**

- Deploy and provide support for various Azure technologies (e.g. IaaS, PaaS, mixed infrastructure services) and networking services (e.g. Azure VPN, Express Route, Site-to-Site VPN, Azure FW);
- Deploy and maintain Azure IaaS Virtual Machines and Azure Application and Networking Services to support growth into the cloud.
- Support application teams to help design solutions that support business objectives.
- Support migration efforts including providing post migration system validation;
- Develop and maintain operational guidelines for on-prem and cloud infrastructure and services;

#### **Planning and R&D (15%)**

- Participate in the development of strategies for Infrastructure, Security, DR, Backup & Recovery, Azure, M365, etc.;
- Participate in the annual IT planning and budgeting process;
- Participate in R&D and PoC evaluation process for new technologies.

**Key Requirements:**

- MCSE Server Infrastructure certification required;
- Seven (7) plus years of experience as a Systems Administrator or similar position;
- Five (5) plus years of experience configuring and maintaining enterprise-class end-point solutions and virtualization technologies;
- Three (3) plus years of PCI-DSS implementation and maintenance experience;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Ability to work 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;
- Advanced analytical skills with the ability to deal with sensitive and complex information;
- Proven ability to prioritize competing requirements and deadlines under pressure.

**Preferred Experience:**

- VMware VCP-DCV certification or equivalent Microsoft certification would be an asset;
- A+ certification would be an asset;
- CISSP, CISA or GSEC certification would be an asset;
- PCI Internal Security Assessor (ISA) Qualification would be an asset;
- Experience working under or understanding of FOIPPA would be an asset;

If this job outline describes you, please email your **résumé** and **cover letter** with **salary expectations** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca) by **Friday, April 30, 2021**.

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 and 2021.*