

Position: Admissions Administrator
Reports to: Associate Director, Membership Registration
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 Admissions Administrator role. 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 Associate Director, Membership Registration, the Admissions Administrator is responsible for reviewing and processing CPABC admission applications, thereby ensuring that only suitably qualified persons are admitted to membership, with an enhanced focus on CPA Professional Education Program (PEP) graduates.

Key Responsibilities:

Member Admissions (70%)

- Review admission applications, and follow up as necessary, to ensure that applicants meet the admission criteria and all required documentation has been provided;
- Respond to inquiries from applicants;
- Set-up member files and updating records in the internal database, ensuring all fields are properly populated;
- Communicate with Finance to collect new member application fees and member dues;
- For international affiliation applications, work with Associate Registrar to share responsibility for reviewing and processing applications;
- Issue new member congratulatory letters.

Membership Registration Support (30%)

- Respond to enquiries and requests from potential members, members, the public and internal colleagues;
- Process Member in Good Standing letters for members;
- Maintain awareness of CPABC bylaws, regulations, rules, policies and procedures;
- Keep up to date on admission requirements under various pathways;
- Maintain website, forms and template letters to facilitate the admissions process;
- Provide input into continuous improvement opportunities within the department;
- Assist with the monthly member count reconciliation process;
- Assist with the annual budgeting process.

Key Requirements:

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- Three (3) plus years of experience in a University/College or Professional Designation admissions role, or similar function required;
- Demonstrated ability to problem solve through research and interpretation of policies, bylaws and other governing documentation;
- 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;
- 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.



Preferred Experience:

- Previous experience working in a regulatory environment would be an asset, but is not required.

If this job outline describes you, please email your résumé and cover letter with salary expectations to 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 almost 36,000 CPA members and 5,500 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.