

Position: Executive Assistant
Reports to: Executive Vice President, Regulation & Registrar
Contract type: Regular, Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a dynamic, results-driven and collaborative individual with excellent organizational, communication, analytical, and customer service skills for the Executive Assistant role. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying for the position.

Job Summary

Reporting to the Executive Vice President, Regulation & Registrar, the Executive Assistant provides senior administrative support to the Regulatory Division. This will include attending the Division's Senior Leadership meetings and attending all regulatory committee meetings. The Executive Assistant will also be responsible for the general administrative support of the Division, including supporting leadership with their involvement on national committees, Human Resources support, and assisting with ad-hoc projects.

Key Responsibilities:

Administrative Support to the Executive Vice President and Regulatory Division (90%)

- Provide confidential administrative support to the Executive Vice President and the Regulatory Division;
- Arrange staff meetings, organize catering, set-up audio/visual resources;
- Support the EVP in the day-to-day operations of the Regulatory Division;
- Manage the Division's credit card expenses, including monthly reconciliation;
- Maintain the EVP's email and calendar client;
- Attend all Regulatory committee meetings, record minutes and distribute committee materials / packages as required;
- Track and coordinate assigned projects and provide regular status reports, including follow-ups, as required;
- Arrange travel and accommodation for EVP and senior Regulatory leadership;
- Review and proofread reports for editing and presentation purposes;
- Arrange national committee meetings;
- Provide ongoing support for Regulatory Division activities.

Collaboration with CPABC Divisions (10%)

- Work with the Executive Office team to prepare Board packages;
- Provide Regulatory Division materials to CPABC members and groups as required;
- Promote and encourage cooperation and effective working relationships between divisions given the constant inflow and outflow of information; and
- Other duties and responsibilities as may be assigned by the EVP from time to time.

Key Requirements:

- Bachelor's Degree or post-secondary qualification;
- Five (5) to seven (7) years of progressive experience in an Administrative or Executive Assistant capacity required;
- Sound judgement, discretion and the ability to deal with highly confidential matters;
- Proven ability to think critically and take initiative;
- High degree of tact, diplomacy and professionalism;
- 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;



- Advanced proficiency with the Microsoft Office Suite;
- Meticulous attention to detail, refined organizational skills and the ability to multi-task;
- Proven ability to prioritize competing requirements and deadlines under pressure.

Why join our team? CPABC offers a balanced and flexible work 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*

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.

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.