

Position: Practice Review Coordinator
Reports to: Director, Practice Review
Contract type: Regular, Full time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized individual with excellent attention to detail for the Practice Review Coordinator 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

The Practice Review Coordinator provides administrative support for the Practice Review Officers (PROs), including coordinating information between the PROs and the firms, as well as being an administrative contact for the PROs.

Key Responsibilities:

CPA Practice Review Coordination and PRO Support for Reviews of Home-Based Offices

- Coordinate with firms who have home-based offices regarding the receipt of questionnaires and the related client files;
- Provide information to PROs in a timely manner to enable a selection of client files from firms;
- Monitor the schedule for the practice reviews of home-based offices, reporting on overdue documents from firms and overdue inspections from PROs and follow-up as necessary;
- Perform an initial review of documents submitted by firms for completeness;
- Coordinate the bookings of in-person meeting spaces for PROs and firms.

CPA Practice Review Program File Processing

- Assist with processing all completed practice inspection files for consistency review, including follow up with PROs for information as necessary, loading of files onto the Committee website for review and drafting of post-Committee correspondence confirming results of the review;
- Close and scan all practice review files in the system.

CPA Practice Review Questionnaire Submission

- Coordinate the receipt of questionnaires submitted by all firms (both home-based and those with external offices) to ensure submission in a timely manner;
- Track all questionnaires received and outstanding and following up with overdue items, as necessary.

Other PP Department Duties

- Assist the department with various other projects on an as needed basis;
- Coverage for other administrative staff within the department as required.

Key Requirements:

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- One (1) plus years of experience working in a high-volume coordinator or similar role;
- 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.

If this job outline describes you, please email your **résumé and cover letter with salary expectations** to HRCPABC@bccpa.ca by **Monday, May 27, 2019**.

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.