

Position: Associate Director, Practice Review
Reports to: Director, Practice Review
Contract type: Regular, Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a CPA who is results driven with proven leadership, stakeholder engagement, and influencing skills for the Associate Director, Practice Review position. This is a great opportunity for you to apply your technical and leadership skills in this unique and exciting role. Come join a high performing and collaborative network of like-minded professionals by applying to the position.

Job Summary

The Associate Director, Practice Review is responsible for delivering a program which involves the practice inspection of professional practices of members and firms for the purpose of having them remedy deficiencies in their practice, competence, or conduct, while also providing an educational experience to the practitioner. The role will be a key point of contact for contract Practice Review Officers (PROs) to address or resolve technical issues or concerns arising during their inspections.

In this role, you will directly contribute to CPABC's primary mission to protect the public by ensuring that professional standards are being met, while also balancing the educational mandate of the department.

Key Responsibilities:

Practice Review Program

- Conduct practice reviews and consistency reviews and act as point of contact for practitioner questions;
- Follow-up discussions with firms assessed as not meeting the requirements of the practice review program to discuss the overall findings, determine whether they agree with the results and are committed to fixing their deficiencies and obtain feedback on the practice review process;
- Provide training and assistance to contract PROs, including participating in PRO meetings and assisting with scheduling changes;
- Assist with developing and delivering program improvements, including maintaining systems & processes and updating resources (checklists, questionnaires);
- Review Committee letters, firm response letters and address issues.

Public Practice Committee Support

- Provide support to the Committee members in dealing with any questions on inspection files;
- Summarize key information on firms and individuals assessed as not meeting requirements of the practice review program so that additional remedial consequences can be considered by the Committee;
- Compile materials (pre-reading & handouts) for Committee meetings.

Other Projects & Strategic Initiatives

- Participate in information exchanges between PRO's, Advisory Services, and course developers/instructors;
- Contribute to course development and teaching of the course "Preparing for Practice Review";
- Assist with developing the strategic and operational plan and budget for the Public Practice Department, which aligns with the overall strategic plan for CPABC;
- Perform monthly/quarterly budget-to-actual variance analysis with respect to practice inspection costs;
- Keep technical training current and up-to-date with exposure drafts and any other upcoming changes to professional standards;
- Responsible for the application and maintenance of policies and procedures related to the areas of responsibility of this position;



- Work collaboratively with the all members of the Public Practice team, to ensure effective regulatory oversight of public practitioners;
- Provide support to other departments in their projects, as required;
- Other administrative tasks or ad-hoc tasks that may arise.

Key Requirements:

- CPA designation is required;
- Five (5) plus years of post-designation experience in public practice, focusing on assurance engagements;
- Minimum two (2) years' experience in a management role;
- High level of technical competence in accounting and assurance standards is required;
- Strong professional judgment and problem resolution skills;
- Effective interpersonal and communication skills; comfortable in dealing with senior leaders;
- Diplomatic and tactful; with the ability to deliver difficult messages and provide guidance;
- Courage to have the tough conversation or take unpopular actions when necessary;
- Strong coaching skills, delegates effectively, and able to help others to grow and develop.

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.