

Position: Practical Experience Officer
Reports To: Practical Experience Manager, Candidate Assessment and Support
Contract Type: Fixed Term, Full Time (18 months)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a dynamic, results-driven individual with excellent analytical skills for the Practical Experience Officer role. CPABC is proud and honoured to have been recognized as one of BC's Top Employers for a fourth consecutive year in 2023. Come join a collaborative and high performing network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.

Job Summary

The Practical Experience Officer will assess CPA candidates' practical experience submission reports, primarily for experience verification route ("EVR"), as well as provide advisory services support to CPA candidates to help ensure they meet CPA practical experience requirements ("PER"). As part of this support, this individual will liaise with the candidate's employer, supervisor, and/or mentor.

Key Responsibilities:

Practical Experience – Assessment and Advisory

- Review and complete assessments of candidates' practical experience reporting submissions, which includes change of job, profession assessment requests, and completion assessments. The assessment includes reviewing work experience responses for technical and enabling competencies against practical experience competency criteria.
- Provide reviewer commentary and feedback to support and guide candidates in understanding their individual assessment reporting and ensuring that appropriate proficiency levels are granted for their experience reported.
- Consult with team members on issues arising from candidate's assessments.
- Liaise with candidate, mentor, supervisor, program manager and/or program leader for missing information and/or further evidence or clarification related to the candidate's assessment.
- Assist with assessment and practical experience related advisory issues and calls to provide guidance and support to CPA candidates, as needed.
- Ensure continuous improvements of best practices for PER policies and provincial regulations are being complied with as they relate to assessments.

Practical Experience – Other

- Ensure technical knowledge is maintained and up to date.
- Actively participate in team and assessor meetings, as well as provincial, regional and/or national practical experience working groups, as required, to improve consistency in assessments.
- Recommend new initiatives for supports and improvements to current policies and processes
- Participate and assist in training of new team members, as required.
- Ensure all processes and procedure manual(s) for this position are fully documented and up to date.
- Perform other duties and ad-hoc projects as assigned from time to time by the Practical Experience Manager, Candidate Assessment and Support

Key Requirements:

- Bachelor's degree in Business, Finance, Accounting, or equivalent experience;
- Chartered Professional Accountant (CPA) designation required;
- Five (5) plus years of progressive experience in either public practice or industry, or equivalent experience;
- General understanding of accounting, finance, tax, and other business practices/activities;
- Intermediate proficiency with MS Office, in particular Word, Excel and Outlook;
- Intermediate proficiency with CRM systems and HelpDesk ticketing systems would be preferred;
- Experience with SharePoint would be an asset, but is not required;
- Ability to work both independently and in a team environment



- Demonstrated ability to problem solve through research and analysis.
- Customer-centric approach with a strong track record of identifying and implementing process improvements.
- Excellent interpersonal and communication skills, both verbally and written.
- Meticulous attention to detail, refined organizational and time management skills.
- Proven self-starter and team-builder with the ability and aptitude to self-motivate and take initiative with little supervision or direction.
- Proven ability to prioritize competing requirements and deadlines under pressure.

Preferred Experience:

- Previous experience creating, editing and curating content for newsletters, social media and blog posts would be an asset;
- Prior experience working with a Customer Relationship Management (CRM) system or a relational-database would be preferred;
- Holding a valid BC Driver's License would be beneficial for this role

The starting annual salary for this position is \$78,250 – 92,900 per annum, based on candidates' qualifications, experience, and internal parity. Exceptions may be considered with further review.

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca. This posting will remain open until filled.

We thank all candidates who respond; however, only those selected for an interview 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 40,000 CPA members and 6,000 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. CPABC is proud to have been presented with a fifth consecutive BC Top Employer award in 2024.