

Position Profile: Case Manager, Enforcement and Discipline

Welcome to CPAB – Canada’s Public Company Audit Firm Regulator

The Canadian Public Accountability Board (CPAB) is Canada’s public company audit regulator charged with protecting the investing public’s interests. CPAB oversees public accounting firms that audit Canadian reporting issuers. We promote sustainable audit quality through proactive regulation, robust audit assessments, dialogue with domestic and international stakeholders, and insights that inform capital market participants and contribute to public confidence in the integrity of financial reporting.

We do important work; we need remarkable people on our team.

The role:

As Case Manager you will apply your investigative background to handle substantive enforcement matters and will be responsible for the review and investigation of cases involving practices that violate CPAB Rules or auditing standards. You will have carriage of cases under the supervision of the Senior Director, Enforcement and Discipline. In this newly created role, there will be opportunity to leverage your experience to assist in the development of enforcement-related policies and procedures and help enhance CPAB’s regulatory effectiveness. The Case Manager will also be a valuable resource to the regulatory assessments team, collaborating on concerns and providing subject matter expertise.

You have the following qualifications and competencies:

- Prior investigation experience in a regulatory environment that includes carriage and management of enforcement/professional discipline files.
- Skilled and experienced at organizing and reviewing complex regulatory matters and issues.
- Proven attention to detail and accuracy with an investigative mindset.
- Excellent planning, organizational and management skills.
- Action oriented, task oriented and driven towards closure of issues, matters and files.
- Demonstrated ability to communicate verbally and in writing complex information in accessible audience-appropriate language.
- Demonstrated ability to prepare concise, well-written reports.
- Team player who can build effective working relationships across an organization.
- Prior experience with document management software, e-discovery software and case management software is an asset.
- Successful completion of the CPA designation, audit or financial services experience is an asset.
- Law degree or post-secondary degree in a related field is an asset.

What you will be doing:

- Investigating potential breaches of CPAB's Rules and professional standards by audit firms.
- Collecting and reviewing evidence including audit documentation and witness statements.
- Conducting interviews and taking witness testimony as required.
- Preparing and presenting reports outlining alleged violations, evidence gathered and recommended regulatory intervention options.
- Collaborating and providing guidance and advice to CPAB inspectors.
- Assisting manage external investigators.
- Assisting develop enforcement related policies and procedures.
- Assisting with data base maintenance and administration.

Sounds right?

The future audit environment will require an agile and progressive regulator keenly focused on improving audit quality and investor protection. Your ability to grow professionally is encouraged by an environment and culture focusing on workplace flexibility, innovation, continuous learning and engaging with professional leaders.

If you feel you have the right qualifications and would like to make a difference in maintaining the integrity of the financial markets in Canada and globally, while taking your career to the next level, submit your resume to careers@cpab-ccrc.ca.

We thank everyone for their interest in this position; only those selected for an interview will be contacted.

Canadian Public Accountability Board is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process.