

Welcome to CPAB – Canada’s Public Company Audit 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 and we need remarkable people on our team!

We are recruiting for a Data Administrator to join our Toronto Team.

Who are you?

As the Data Administrator in the Quality, Firm Risk and Registration team, you will be responsible for maintaining data and providing analysis and validation of data across the Firm Risk function.

Firm Risk maintains a comprehensive database of business and risk indicators for Canadian Reporting Issuers that is central to CPAB’s ability to perform risk-based inspections. The team recently began an exciting project to re-design and enhance this database and the Data Administrator will provide support to the project team during development.

This is a role for someone who is passionate about data and comfortable working with large volumes of data, both independently and effectively in a team environment.

It is a unique opportunity to learn about the wider issues that impact the audit industry, support CPAB’s mission of enhancing audit quality, and to be involved in projects that impact the audit profession.

What will you be doing?

- Extracting pertinent data from various summaries and reports.
- Consolidating and manipulating large volumes of data for updating the existing Risk database.
- Identifying potential improvements to data quality and risk reports.
- Providing support and guidance on the use of CPAB’s Risk database and reports.
- Providing support to the development of the new Risk database.
- Designing reports that can be adapted to changing user requirements, to help monitor and report risks.
- Developing training plans and material.
- Delivering informal and formal training in information sessions on the Risk database.
- Engaging in research initiatives and building information repositories for trending audit issues.
- Assisting with media monitoring and posting information on the intranet.
- Participating in special projects as required.

Do you have the following qualification and competencies?

- Post-secondary education in Business Administration or related field, and two years of relevant experience working in a professional environment.
- Accounting education or training would be considered an asset.
- Experience working with large volumes of data in Excel, and strong attention to detail.
- Demonstrated ability to perform primary research, data analysis and data correlation on assigned research topics using pre-made data sets.
- Demonstrated ability to take ownership of tasks; work autonomously and take initiative to create value.
- Demonstrated organizational skills and ability to manage multiple priorities.
- Advanced skills in MS Excel with strong calculation and reporting skills.
- Excellent written and verbal communication skills; effective interpersonal relationship building skills.

Sound Right?

If you'd like to make a difference to the future of the profession in Canada while taking your career to the next level, we should meet. Submit your resume to careers@cpab-ccrc.ca.

We invest in our people. As regulators, we need to stay on the leading edge of what is happening in our profession. We encourage team members to develop their careers by marrying their interests with the continuous improvement of our organization and the profession.

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