

Position Profile: Registration Manager

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 Registration Manager you are responsible for the day to day operation of CPAB's public company audit firm registration function. You will work in a dynamic environment, making decisions and resolving issues as you oversee the processing of applications for participation in CPAB's oversight program. You enjoy reaching out to external stakeholders and can analyze and explain complex requirements. You provide leadership to the Registration Administrator and work collaboratively with our Legal, IT and Finance departments. You will also support the Senior Director, Enforcement and Discipline with the intake, management and reporting of external inquiries and complaints related to participating audit firms.

Your Work Experience:

- Post-secondary education.
- Five years' progressive experience in an office environment (corporate, financial, accounting or regulatory).
- Supervisory experience would be considered an asset.

Your Qualifications:

- Critical thinking and investigative skills, with the ability to make decisions.
- Strong written and verbal communication skills.
- Attention to detail, organization and time management skills.
- Supervisory, coaching and mentoring skills to ensure a working environment that supports organizational effectiveness and efficiency.
- Interpersonal and dispute-resolution skills to effectively deal with a variety of stakeholders both internal and external to the organization.
- Familiarity with database concepts and interested in learning and understanding proprietary software.
- Proficient in Microsoft Office Suite and Office 365.
- Understanding the role of a regulatory authority would be considered an asset.
- Familiarity with or experience in a public accounting firm would be considered an asset.

Your Key Responsibilities:

Registration Management

- Supervise the Registration Administrator, approve registration applications and answer escalated questions regarding registration policies and processes.
- Develop expertise over all registration processes and documents to effectively manage and respond to escalated questions regarding CPAB rules, fees and the registration database.
- Oversee the ongoing status of registered firms and manage withdrawals and terminations.
- Provide decisions regarding exceptions to rules or processes, working with Legal and Risk.

Information Management

- Manage the annual submission process of reporting issuer and audit firm data.
- Manage the annual participation fee process by verifying audit fee data and calculating annual participation fees, overseeing the issuance of invoices and assisting firms with fee adjustments.
- Manage the intake and logging of external inquiries and complaints regarding the conduct of participating audit firms.
- Assist with the preparation of materials for an internal complaint/inquiry screening committee.

Sounds Right?

If you feel you have the right qualifications, 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.