

CANADIAN PUBLIC ACCOUNTABILITY BOARD

CONSEIL CANADIEN SUR LA REDDITION DE COMPTES



Position Profile: Registrations Administrator

The Canadian Public Accountability Board is Canada's public company audit regulator, protecting the investing public's interests; a recognized source of timely reporting on auditor oversight and audit quality.

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

Who are we looking for?

The Registrations Administrator position at CPAB is the first point of contact for audit firms that apply to participate in our oversight program. You will work with the audit firms to navigate our rules and to ensure that accurate information is recorded in CPAB's registration system. You enjoy customer service and can guide others through our processes. You are detail-oriented and are comfortable with large sets of data. As part of a small team, you will contribute to CPAB being an effective regulator by ensuring that we have a robust Registration function. Does this sound like you? If so, apply today!

What do you bring to the role?

You bring the following education, experience and skills to support our organization's success:

- 3-5 years progressive experience in an office environment (corporate, financial, accounting or regulatory).
- Outstanding accuracy, organization and time management skills.
- Superb written and verbal communication skills.
- Capacity to manage variable workloads and multiple tasks, set priorities and meet deadlines, with minimal supervision.
- Familiarity with database concepts and interested in learning and understanding proprietary software.
- Proficient in Microsoft Office Suite and Office 365, with aptitude to learn new software and systems.
- Understanding the business of a regulatory authority and its role in the marketplace is an asset.
- Familiarity with or experience in a public accounting firm is an asset.

What will you do?

- Serve as the first point of contact for registering audit firms, which includes handling phone calls and reviewing online applications.
- Provide exceptional client service to registered audit firms, including responding to questions regarding CPAB Rules, Fee Notice, CPAB's registration system website and general registration questions.
- Process new firm applications, firm withdrawals and terminations.
- Validate data and follow-up on incomplete or incorrect information.
- Assist with software testing for development changes for the registration system.
- Provide support to the Director to perform the analysis of fee information, the calculation of CPAB Participation fees and follow-up of delinquent accounts.

Technical Competencies:

- Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, etc.).
- Highly competent in Microsoft Excel.
- Previous experience using databases for both data entry and reports is an asset.
- Familiarity with public accounting or other professional services firms is an asset.
- Good interpersonal skills with ability to maintain relationships at all levels.

Sounds 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.