

## **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.

### **The Role:**

The Registrations Administrator position at CPAB is a robust and overarching role that works with a variety of internal and external stakeholders within the audit community. You will primarily be responsible for overseeing the Registration function, acting as the first point of contact for audit firms that apply to participate in our oversight program, and working with the audit firms to ensure that accurate information is recorded in CPAB's registration system. You will become an expert of CPAB's rules and other registration documents, as well as the sole administrator for the registration database. You will develop close working relationships with our Legal, IT, Risk and Finance departments in a variety of capacities, all contributing to the maintenance of a firm's registration with CPAB.

We are looking for someone who enjoys 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.

### **Work Experience:**

Three years progressive experience in an office environment (corporate, financial, accounting or regulatory).

### **Qualifications:**

- Outstanding attention to detail, organization and time management skills.
- Superb written and verbal communication and relationship management skills.
- Ability to analyze large amounts of data with accuracy.
- Strong critical thinking and investigatory skills, with the ability to make decisions.
- Capacity to manage variable workloads, set priorities and meet deadlines, with minimal supervision.
- Agility and flexibility to manage multiple tasks and adjust to new and changing circumstances.
- 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.

### **Key Responsibilities:**

- Manage the registration process for new firms by acting as the first point of contact, assisting with registration questions and issues, and processing firm applications.
- Manage the registration database by validating firm data, processing firm withdrawals and terminations, and contacting firms to update missing or incorrect information.
- Become an expert of all registration documents in order to effectively respond to questions regarding CPAB Rules, Fee Notice, CPAB's registration system website and general registration questions, while working closely with the Legal department as required.
- Support the yearly annual submission process of firms, as well as the Participation Agreement renewal process every three years.
- Manage the technical aspects of the registration database alongside the Director, IT and assist with software testing for development changes for the registration system.
- Provide support to Risk and Finance departments 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.