

Practice Review Committee Member

Duties/Responsibilities

Determine whether each professional accounting practice or public accounting practice that is the subject of practice review complies in whole or in part with the Rules of Professional Conduct and practice standards.

Advise the CPA Alberta Board on relevant strategy, risk, and policy matters.

Establish education and experience qualifications to be met by practice reviewers.

Annually review and approve a practice review checklist.

Establish standard guidelines respecting the frequency with which practice review and follow-up practice reviews are to be conducted.

Establish guidelines respecting practice reviews.

Ensure procedures, policies, delegation of authority, and conditions of delegation to employees are documented.

Location

Meetings are held either in Red Deer or via videoconference.

Time Commitment

Committee members are appointed to serve for a term of three years and may be reappointed up to a maximum of two terms by the Board. The term limit may be renewed for an additional two years if the Committee member is appointed as Chair.

The Committee meets seven times per year, and each meeting lasts approximately 3-4 hours.

Prior to each Committee meeting, 3 subcommittee meetings are held with 2-3 members on each. These subcommittee meetings last approximately 1.5-2.5 hours.

Outside these meetings, there is approximately half a day preparation time.

Requirements

CPAs in good standing and regarded as competent professionals by their peers.

CPAs engaged in professional accounting practice and possessing experience and technical knowledge over a broad range of circumstances and industries, including accounting and assurance.

CPAs that have no findings of unprofessional conduct by CPA Alberta or a legacy organization.

CPAs that work for a firm complying with its most recent practice review.

*Committee member applications are accepted year-round,
but positions are generally appointed for terms starting July 1 of each year.*

For further information on this position or to submit a resume, please contact Secretariat@cpaalberta.ca