

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 in the Edmonton and Calgary CPA Alberta offices.

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, half day to a daylong meeting.

Subcommittee availability is expected, and requires a minimum 2.5 hours prior to the committee meetings plus preparatory time.

Requirements

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

Engaged in professional accounting practice and possess experience and technical knowledge over a broad range of circumstances and industries, including accounting and assurance.

No findings of unprofessional conduct by CPA Alberta or a legacy organization.

Work for a firm that has complied 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 practicereview@cpaalberta.ca