



Adjudicative Tribunals Clerk

The bottom line is we're looking for people like you.

At Chartered Professional Accountants of Ontario (CPA Ontario) we're constantly innovating and growing as we support a profession that's always evolving. And we're looking for talented people who want to evolve along with us. The opportunities to explore diverse career paths, and be supported along the way, are many.

Here, you'll be given everything you need to succeed. So if you'd like to be accounted for, let's talk.

Visit www.cpaontario.ca/join-our-team **#BeAccountedFor**

About the Chartered Professional Accountants of Ontario

At CPA Ontario, we are a regulator, educator, provider, advocate and thought leader. We ensure that our more than 94,000 members and 22,000 students meet the highest standards of integrity and expertise. We provide certifications, continued training and learning for the profession. We serve our members and students with a commitment to quality and efficient delivery. We champion the interests of our profession with the business community. And we develop cutting-edge ideas and thinking that evolve the profession. CPAs represent a globally recognized, premium designation. Our Chartered Professional Accountants are valued by organizations in all industries for their financial expertise, strategic thinking, management skills, global perspectives and leadership.

CPA Ontario's strategic priorities include attracting a pipeline of new entrants to the profession, building member connectivity, maintaining high standards and creating a strong brand. As an organization, we are guided by a set of core values and behaviors that are reflected in the work we do, how we treat each other, and how we represent ourselves.

We protect the public. We advance our profession. We guide our CPAs. We are CPA Ontario. For more information, visit us at cpaontario.ca



Position Description:

CPA Ontario is currently in search of an **Adjudicative Tribunals Clerk** who will be responsible for carrying out processes and case management services for the Adjudicative Tribunals, in particular Discipline, Appeal, Admissions & Registration, and Capacity Committees, including both administrative and secretariat functions, at the direction of the Adjudicative Tribunals Counsel.

Major Responsibilities:

- Providing first point of contact for applicants, students, members and firms appealing administrative decisions or requesting reviews of decisions, counsel to the Professional Conduct Committee and members filing originating process documents for disciplinary matters and the Registrar and members filing originating process documents for good character and capacity matters, as per CPA Ontario regulations
- Managing all aspects of hearing preparation, including opening of electronic and hard-copy files, confirming hearing dates, drafting and serving Notices of Hearing, room bookings and set-up, catering requirements, court reporter bookings, Tribunal panel organization, coordination of tribunal counsel, seating plans, and scripts and distribution of materials
- Attending hearings in the capacity of secretary, and maintaining and safeguarding all exhibits and other documents related to a hearing
- Preparing and finalizing Tribunal decisions and orders, facilitating the drafting and finalization of reasons for decisions and orders, and service of same upon the CPA Ontario representative party to the proceeding and the member, student, applicant or firm that is the subject of the proceeding
- Gathering and tracking hearing data, and creating and preparing reports on relevant analytics and KPIs, as well as annual regulatory reports to the Public Accountants Council and the Office of the Fairness Commissioner
- Supporting Tribunal members by acting as a liaison, facilitating tribunal member re-appointments and assisting with the processes for identifying and selecting potential chair/deputy chairs, public representatives and members to serve on Tribunals
- Administering publication of hearing dates, notices of allegations, decisions and orders, reasons for decisions and settlement agreements



- Preparing and ensuring publication of disciplinary notices in CPA Ontario's regulatory publications and newspapers, and facilitating publication of disciplinary reasons on CPA Ontario's website and electronic legal sources and dissemination to the Public Accountants Council and other provincial CPA bodies
- Overseeing all terms ordered by the Tribunal, including managing all required communications including written reprimands, suspension letters and revocation letters
- Coordinating the review and update of the Tribunals orientation binders and organizing annual training sessions, as well as documentary templates
- Assisting with Finance duties and annual budgeting process, such as processing invoices and expense reports, and preparing variance analyses

Qualification Requirements:

- Law clerk diploma, licensed paralegal, or relevant post-secondary education preferred with a minimum of 5 years' experience
- Demonstrated knowledge of administrative tribunal/court procedures and requirements, and experience with comprehension of legislation and other governing documents required
- Advanced proficiency with MS Office (Word, Excel, PowerPoint, Outlook) and similar database applications (Salesforce) required
- Superior communication skills (written and verbal) with proven ability to summarize complex information clearly and concisely
- Sound problem solving, critical analysis, judgement, and independent decision-making skills are required to address emergent issues with little or no supervision
- Proven experience dealing with sensitive information requiring a high degree of confidentiality
- Energetic self-starter with proven time management and organization skills with the ability to effectively manage competing priorities and deadlines
- Strong attention to detail and accuracy with the ability to think critically and strategically



- Strong interpersonal skills and ability to deal with internal and external stakeholders in a professional manner with tact, diplomacy, sound judgement and discretion
- Ability to work both independently and as a member of a team

We thank all candidates for their interest, however, only those being considered will be contacted.

CPA Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.

If you require a disability-related accommodation in order to participate in the recruitment process, please email accessibility@cpaontario.ca with "Accommodation Required" in the subject line to provide your contact information. Recruitment Services staff will contact you within 48 hours.