



## Associate Counsel, Regulatory

### **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](http://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](http://cpaontario.ca)



### **Position Description:**

CPA Ontario is currently in search of an **Associate Counsel, Regulatory** who will be responsible for supporting the Office of the General Counsel in a variety of capacities with a focus on litigation before the CPA Ontario Admissions and Registration Committee (ARC) as well as providing legal advice and support in the areas of corporate/commercial and governance, to protect CPA Ontario against legal risk and ensure CPA Ontario satisfies its ongoing legal and regulatory obligations.

### **Major Responsibilities:**

- Providing legal advice to and representing the Registrar in litigation matters, including good character hearings before the CPA Ontario Admissions and Registration Committee (ARC), and in relation to member and student appeals before the ARC. Managing external counsel, and acting as counsel for CPA Ontario, both internally before adjudicative tribunals and externally, in court and otherwise.
- Delivery of day to day corporate/commercial legal advice and support to all CPA Ontario business units, including the legal review, negotiation and drafting of corporate contracts and agreements, legal advice on contest rules and regulations, the creation and maintenance of contract templates and forms, and providing support regarding privacy and CASL compliance.
- Legal research and analysis, including the provision of advice, opinions or memos, on matters affecting the organization and/or its members, firms or students.
- Drafting and revising corporate policies and procedures (e.g. Contracts Management Policy, Records Retention Policy), including participation in training business units and monitoring compliance.

### **Qualification Requirements:**

- LL.B./J.D. and member in good standing with the Law Society of Ontario and licensed to practice law in Ontario,
- A minimum 5 years of litigation experience at a firm or as in-house counsel preferably at a regulatory body,
- Knowledge of Administrative Law and Regulatory best practices,
- Experience working within a complex regulatory environment; drafting, interpreting and explaining governing regulations and policies,



- Excellent communication (verbal and written), interpersonal, presentation and negotiating skills as well as the ability to deal with people using tact and diplomacy,
- Prior experience researching, providing legal advice and summarizing complex information clearly and concisely in writing and presenting complex material orally,
- Some experience with privacy and drafting and interpreting contracts is an asset,
- Knowledge of CPA Ontario's Code of Professional Conduct, By-law, Regulations, and Rules of Practice and Procedure is an asset,
- Proficiency in MS Word, Excel, PowerPoint and MS Teams is required, familiarity with Salesforce is an asset,
- Excellent organization skills and the ability to work in a fast-paced environment with multiple priorities and deadlines, and
- Excellent problem solving skills, good judgment and high level of integrity.

**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](mailto:accessibility@cpaontario.ca) with "Accommodation Required" in the subject line to provide your contact information. Recruitment Services staff will contact you within 48 hours.