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CPA CHARTERED PROFESSIONAL ACCOUNTANTS
WESTERN SCHOOL OF BUSINESS

OPPORTUNITY PROFILE

Executive Vice President, Academic Operations



About the Organization

The CPA Western School of Business (CPAWSB) delivers the CPA Professional Education Program (PEP), CPA Preparatory Courses, the CPA Professional Program, the Knowledge Assessment (KA) and Knowledge Assessment Preparation Program (KAPP), the Post-Designation Public Accounting Program, and the CPA Reciprocity Education and Examination Program to CPA candidates and learners across Western Canada. Working in partnership with the provincial CPA bodies and CPA Canada, CPAWSB is committed to providing an exceptional learner experience, academic integrity, and operational excellence.

Vision

Transforming learners into leaders for a diverse and changing world.

Mission

We deliver innovative and inclusive business and accounting education to tomorrow's leaders.

Values

- Excellence: We strive to achieve the best outcomes.
- Integrity: We act with honesty and professionalism and are trustworthy.
- Collaboration: We work with our colleagues and partners with respect and in a transparent manner to achieve our mutual goals.
- Innovation: We constantly look for inspiration and seek to improve the way we do things.
- Responsiveness: We quickly address the needs of our partners.
- Professional Inclusion and Respect: All individuals pursuing professional accounting education are treated with respect and supported in their learning and development.

To learn more, visit www.cpawsb.ca



The Opportunity

Reporting to the Chief Executive Officer and serving as a member of the Executive Team, the Executive Vice President, Academic Operations provides strategic and operational leadership for the delivery of CPAWSB's academic operations across the western region. Leading a team of 5 direct reports and a total team of over 50 staff, the position oversees the administration and delivery of the CPA Professional Education Program (PEP), CPA Preparatory Courses, the CPA Professional Program, the Knowledge Assessment (KA) and Knowledge Assessment Preparation Program (KAPP), the Post-Designation Public Accounting Program, the CPA Reciprocity Education and Examination Program, and related student and candidate services.

The Executive Vice President is accountable for exceptional learner and candidate experiences, operational excellence, academic integrity, regulatory and policy compliance, effective stewardship of organizational resources and operational risk, and the leadership and development of Academic Operations employees. The role leads Admissions Advising, Transcript Assessment, Admission Services, Student Experience, Module Services, Examination, Education Contractor Management, Accommodations, and Academic Integrity and Professional Behaviour.

This is a pivotal time to join CPAWSB. The School is preparing to deliver the new CPA program in 2027, implementing new systems (Nova), and running out its legacy programs at

the same time. The next Executive Vice President will succeed a long-tenured and highly regarded leader and will have the opportunity to shape the policies and processes of the new program, bring fresh ideas and new possibilities to the School, build a safe and open environment for staff, and strengthen connection across the team in service of learners.

As a member of the Executive Team, the Executive Vice President plays a significant role in shaping organizational culture, employee experience, and leadership practices across the School. The successful candidate will model and promote CPAWSB's values, build trust, strengthen culture, and lead the organization through a period of significant change.

This position is hybrid, with a preference for candidates based in Edmonton, Calgary, or Vancouver.

Key Roles & Responsibilities

Strategic Leadership & Executive Contribution

- Provide strategic leadership for Academic Operations through the development, implementation, and evaluation of long-term plans, priorities, and initiatives aligned with CPAWSB's strategic objectives, monitoring emerging trends, risks, and technologies in professional education.
- Contribute as a member of the Executive Team to organizational strategy, governance, decision-making, and innovation initiatives, and support the CEO with strategic advice and operational insight for the Board.
- Provide leadership through the simultaneous launch of the new CPA program and wind-down of legacy programs, helping to shape the policies and processes of the new program.

Operations & Service Delivery

- Ensure the effective and efficient delivery of admissions advising, transcript assessment, learner registration, and the ongoing registration and logistical delivery of CPAWSB programs, modules, courses, and examinations in the West.
- Ensure Academic Operations services are aligned and coordinated to meet the evolving requirements of the CPA Preparatory Courses, PEP, CPA Professional Program, KAPP, KA, and related offerings.
- Maintain a strong service culture through quality standards and processes that deliver prompt, courteous, accurate, and responsive service, and ensure the team is resourced to sustain service levels during peak volumes.
- Oversee candidate appeals related to CPAWSB policies, and report to the Admission and Standards Appeals Committee and the Board as required.

Policy, Governance, Risk & Compliance

- Ensure compliance with CPA Canada and CPAWSB policies, and oversee the development and implementation of the policies and processes required to deliver the CPA Professional Program, KAPP, and KA.
- Interpret the Harmonized Education Policies and CPAWSB goals into practical processes and protocols, recommending revisions to policy and practice where barriers to service excellence exist.
- Identify, assess, and mitigate operational, academic, compliance, privacy, and reputational risks; maintain effective governance frameworks and internal controls; and ensure privacy measures, including an annual review of personal information collected, align with the School's Privacy Policy.

Stakeholder Relations & National Engagement

- Build and maintain positive relationships with pre-approved employers, the provincial CPA bodies, CPA Canada, other regional schools, and the exam provider, and represent CPAWSB on regional and national committees and working groups.

People Leadership

- Lead all people management activities within Academic Operations, including workforce planning, recruitment, employee development, succession planning, performance management, and employee relations.
- Lead and support the team through the transition to the new program and systems, with empathy and clear communication, building trust and connection with staff at all levels.

Technology, Resources & Continuous Improvement

- Provide executive sponsorship and governance for Academic Operations technology initiatives, including student information systems, workflow automation, reporting platforms, and digital transformation projects. This includes leading the team through the Nova rollout.
- Develop and oversee annual operational plans and budgets for Academic Operations, ensuring responsible stewardship of resources.
- Foster a culture of continuous improvement by identifying opportunities to streamline processes and enhance the learner and candidate experience.



The Person

Qualifications & Education Requirements

The ideal candidate brings demonstrated experience leading teams through significant periods of organizational change, including the successful implementation of new programs alongside the introduction of new systems and processes. They have a proven ability to manage substantial budgets, oversee organizational resources, and mitigate operational risk within complex environments.

A bachelor's degree in a related discipline is required, while a master's degree, professional designation, will be considered an asset. An equivalent combination of education and experience may be considered. A CPA designation, or another recognized accounting credential, is particularly valued.

The successful candidate will preferably have experience working within governance-driven organizations, collaborating effectively with boards, committees, and diverse stakeholder groups. Experience in an educational or school-based environment, including familiarity with examinations and assessment processes, is also highly desirable.

In addition, a strong understanding of the CPA program, including its current structure, historical development, and ideally the legacy CMA, CGA, and CA programs, would be considered a significant asset.



Knowledge, Skills & Attributes

Leadership Skills – Demonstrated ability to lead, coach and motivate large, complex operational teams. Will demonstrate an open and inclusive leadership style that encourages a culture of openness and builds positive working relationships both internally and externally. Approachable and accessible to staff at all levels; supportive and collaborative; does not micromanage.

Values-Based Leadership – Ability to model and promote CPAWSB's values of excellence, integrity, collaboration, innovation, responsiveness, and equity, diversity and inclusion in everyday leadership; builds trust, strengthens culture, and shapes a positive employee experience. Demonstrates strong alignment with the School's values and the ability to lead the organization through a period of significant change.

Visionary – Ability to formulate and articulate a clear vision for Academic Operations, communicate vision and expectations, and use data and analytics to support decision-making and operational improvement. Balances innovation with the demands of current operations, with a commitment to student success.

Strategic Stewardship – Ability to look at the "big picture" while still attending to details; proven success in strategic thinking, long-range planning, and foresight; ability to translate operational priorities into action and lead enterprise-wide change; ability to coach direct

reports; a credible leader who leads by example with principled leadership and sound business ethics.

Adaptability and Change Management – Ability to lead organizational change and adjust to changing environments, schedules, and priorities. Flexible, patient, and open-minded; willing to adopt new direction while preserving what is working well; able to guide staff and respond decisively if the transition does not go according to plan.

Communication Skills – Open and straightforward style with all audiences and an ability to effectively communicate with all stakeholders; candid and respectful with everyone. Possesses strong written and verbal communication skills and presentation abilities. A strong listener who makes people feel heard and who keeps discussions focused and decisions moving.

Emotional Intelligence & Relationship Building – Strong conciliatory skills and application of emotional intelligence; ability to influence, negotiate, and build consensus among diverse stakeholder groups with divergent goals, including the provincial bodies and CPA Canada. Empathetic and diplomatic, with the ability to connect with people on both a personal and professional level and maintain the School's culture and values.

Team Player/Team Work – Demonstrated success leading a team, talks openly with others, establishes expectations, holds self and others accountable, supports group decisions, shares credit, builds enthusiasm for goals, and resolves conflict appropriately; collaborative. Understands what makes strong team dynamics and the contribution of each area of Academic Operations to the organization as a whole.

Problem Solving & Judgment – Ability to assess options and implications to identify problems and solutions; strong business acumen and executive judgment, balancing operational, strategic, financial, and stakeholder considerations. Ability to make decisions and provide direction on complex and emerging issues with political, community, or administrative implications. Decisive and exercises independent, sound judgment in the best interest of the organization.

Governance, Risk & Compliance – Strong understanding of privacy, risk management, regulatory compliance, and governance principles.

Inclusion – Demonstrated commitment to fostering an inclusive, respectful, and high-performing workplace culture. Cares about diversity, equity, and inclusion.



Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Ardyce Kouri or Jessica Park** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

www.leadersinternational.com