



VANCOUVER ABORIGINAL CHILD & FAMILY SERVICES SOCIETY

Our Children, Our Future, Our Responsibility

Senior Accountant

At VACFSS, we ensure that the rights, safety, well-being and spirit of Aboriginal children and families are upheld, honored and protected. We strive to eliminate oppression, discrimination and marginalization within our community. We acknowledge and honor the inherent wisdom, capacity and resourcefulness of our community in designing programs and services to care for our own children and families. Accordingly, we are dedicated to planning, developing, and implementing creative and innovative Aboriginal programs and services in collaboration with members of our community and other agencies.

Job Title:	Senior Accountant	Employment:	Permanent Full-time - Excluded
Location:	745 Clark Drive, Vancouver	Salary:	\$65,000
Hours:	8:30 – 4:30 Monday to Friday	Posted Date:	November 16, 2018
		Closing Date:	November 30, 2018

PURPOSE OF POSITION

VACFSS has an exciting opportunity for a Senior Accountant to join our team in Vancouver on a permanent full-time basis. Reporting to the Manager of Finance and Information Technology, you will be responsible for performing daily accounting tasks requiring CPA training and experience within a multi-program nonprofit organization including: overseeing all daily accounting duties including Financial Statement preparation and presentation; monitoring of bank balances and cash flow requirements; investments review and management; budgetary preparation and periodic review; knowledge of investment strategies. Additional functions include verification and accuracy of financial reports; reconciliations; government remittances; maintenance of records; and oversight of accounting related information; as well as acting and support to the Manager of Finance and Finance Clerks.

KEY DUTIES & RESPONSIBILITIES

- Prepare monthly, semi-annual, and annual financial statements;
- Monthly account reconciliations for financial statement preparation;
- Calculation of annual budget, presentation to Manager of Finance, and integration of approved annual budget into the current accounting system;
- Compilation of year end working papers for audit purposes (including all supporting documentation as outlined by management);
- Special projects as required by management;
- Capital asset maintenance and equipment lease administration;
- Maintenance of computerized accounting system;
- Bank reconciliations;
- EFT payments;
- Monitoring and collection of outstanding account receivables and payment of society obligations;
- Investment account monitoring and recommendation to management;
- Financial analysis and related report writing as required;
- Cash flow and balance monitoring and projections;
- Stop payment requests and follow-up of other banking requirements;
- GST, other Excise Tax submissions, and annual Charity Return preparation as required, as well as any other required government filings;
- Maintenance of various financial files, reports, and spreadsheets;
- Weekly bank deposit and related postings;



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- Backup and assistance to other staff as required including payroll, accounts payable, and Acting Manager duties in the event of vacancy;
- Filing as required pertaining to the position;
- Ensure compliance of Finance Department Policies and Procedures.

SKILLS

- Knowledge of development of operating and capital budgets;
- Experience with financial audit requirements;
- High level of Computer skills utilizing accounting and financial software;
- Advanced Excel skills;
- Intermediate level skill in Word and Windows;
- Experience with Great Plains and Management Reporter (Asset);
- Ability to have flexible working hours during time-sensitive periods essential;
- Ability to deal with high volume of work with speed and accuracy and attention to details;
- Ability to work effectively under pressure and meet deadlines;
- Ability to work with people in an efficient and professional manner;
- Ability to work independently as well as a team environment;
- Interpersonal skills – cooperative, courteous, flexible, good-natured, and concerned with being helpful and making a good impression;
- Effective work skills – conscientious, maintaining confidentiality, resourceful and productive.

QUALIFICATIONS

Required:

- Bachelor's degree and current membership as a "Chartered Professional Accountant" as outlined by CPABC with three years of post-designate related accounting experience;
- Strong understanding and abilities of the Technical and Enabling Competencies as outlined by CPABC
- Proficient with MS Office and standard office equipment to generate, access, and disseminate information;
- A valid BC Driver's License and access to a safe, reliable vehicle;
- Previous experience in a not for profit Agency is considered an asset.

Benefits:

- **Medical, extended health, and dental**
- **Group life**
- **100% employer-paid premiums**
- **3 weeks of vacation**
- **Eligible for the Excluded flex program after passing probation**
- **Membership in the Public Service Pension Plan**

APPLICATION PROCESS:

Interested applicants may apply at www.vacfss.com or by using the following link: [Apply Online](#).

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Preference may be given to Indigenous candidates as per Section 41 of the Human Rights Code.