

## **JOB OPPORTUNITY**

### **ACCOUNTANT**

CMHA BC Division is looking for a highly efficient, hands on, and detail oriented Accountant to join our Finance Department. If you have a CPA designation or are working towards one and have a few years of experience under your belt, we'd like to hear from you. Reporting to the Controller, you will ensure effective and efficient working of all accounting functions. This is accomplished by maintaining and assisting in the financial day-to-day processes for the Association in areas such as accounts payable, accounts receivable, payroll, benefits, banking, special projects, and preparation of financial reporting. You will also act as back up for the Controller as well as for the Payroll Administrator.

Our ideal employee has strong interpersonal skills, computer and technological proficiency, as well as a few years of experience working in the non-profit sector.

#### **Duties and Responsibilities**

Accounts Payable and Receivable including but not limited to:

- Ensuring expenses are properly approved and allocated to appropriate categories and correct project/department.
- Preparation – data entry, cheque preparation and distribution, as required.
- Reconciles sub-ledger to general ledger on a monthly basis.
- Under the direction of the Controller, responsible for preparation of monthly report on AP and AR composition with variances to prior period.
- Processing of program licensing fees.
- Ensuring invoicing is allocated to appropriate revenues and departments.
- Assists with invoice preparation and processing of payments received on accounts.
- Reconciles sub ledger to general ledger on a monthly basis.

Payroll/Benefits - Coverage/relief for the Payroll Administrator:

- Maintain payroll database, perform payroll processing and year-end payroll preparations.
- Administer and process items for benefit plans, including Pension and RRSP as required.
- Complete and submit HSCIS and WorkSafe BC reporting

Project Accounting

- Develop full accounting cycle for fee-for-service projects – includes GL setup, assist with budget development, financial statement preparation, ad hoc reporting, analysis and/or projections.
- Various financial reporting and analysis research and preparation as required by the Association

General Accounting

- Month end journal entries, monthly general ledger account analysis/reconciliation
- Bank transactions/reconciliations

- Assists/prepares required monthly financial reporting
- Assists/prepares year-end audit working papers
- Assists in preparation of, and timely remittance of, required returns such as, but not limited to, Charity Return, GST Return, PSB Rebate, Non-Resident Tax, Society Return.

#### Miscellaneous

- Assists in providing support to departments to ensure compliance with financial policies and procedures of the Association.
- Monitors basic organization wide accounting functions during the absence of the Controller.

Other duties as required.

### Education and Experience

- Bachelor degree in business/accounting or Diploma in Accounting or other equivalent programs
- Completion of (or in process of completing) a related professional designation or equivalent experience
- Minimum 5 years progressive, relevant work experience, preferably in non-profit organizations
- Proficient working knowledge in electronic payroll processing (preferably ADP WorkForce Now)
- Proficient working knowledge in accounting software (Knowledge of Budget Maestro, SAGE ERP would be a definite asset)
- Experience with Fund Accounting would be an asset.
- Excellent interpersonal, written and verbal communication skills
- Strong analytical, organization and time management skills
- Accuracy and attention to detail, along with ability to prioritize and multi-task
- Ability to work efficiently alone and in a team setting
- Ability to exercise tact and discretion and to protect confidential and sensitive information

This is a regular full time position with a normal work week of 37.5 hours. The candidate will need to maintain flexible scheduling during year end, audits and as required. The position is located at CMHA, BC Division's office in downtown Vancouver, close to Skytrain.

#### Application Process:

**Please submit your resume and cover letter in PDF format by 4 p.m. on November 30, 2018 to [human.resources@cmha.bc.ca](mailto:human.resources@cmha.bc.ca)** . We regret that only short-listed candidates will be contacted to schedule an interview.

*CMHA BC is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the Association. Lived experience of mental illness is considered an asset.*