

# Job Posting

## Job Title:

# Senior Accountant

**Job Location:** Campbell River, BC. Campbell River is a spectacular seaside city, named one of the top five quality of life destinations in North America.

**Note:** The Senior Accountant plans and administers accounting, cost control and budgeting systems to provide records of assets, liabilities, financial transactions; produces financial statements, reports, and summaries; and provides advice and counsel on accounting problems. This is a collaborative position working closely with other members of the accounting and administration team. This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined-benefit pension, the Municipal Pension Plan, and four weeks of paid vacation.

**Duties and Qualifications:** See job description at the end of this document.

**Salary Rate:** \$49.48 - \$57.28, annual salary: \$90,053.60

**Schedule:** To be determined with manager, typically Monday – Friday 8:30 am – 4:30 pm.

**Hours per week:** 35

**Closing date:** January 23, 2024, at 4:30 pm. If the position is not filled by this date, it will remain open until filled.

### **Apply to (cover letter, resume, and 3 references):**

Human Resources

**Email:**

Employment@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires proof of COVID-19 vaccination.

This position requires the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

## Job Description

<b>Job Title:</b>	Senior Accountant
<b>Work Site:</b>	Campbell River
<b>Reports to:</b>	Director of Finance
<b>Prepared Date:</b>	January 9, 2019
<b>Approved by:</b>	Executive Director
<b>Approved Date:</b>	January 9, 2019
<b>Revised &amp; Approved by Executive Director:</b>	June 22, 2022
<b>Reviewed:</b>	June 22, 2022

### Summary

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The Senior Accountant plans and administers accounting, cost control and/or budgeting systems to provide records of assets, liabilities, financial transactions; produces financial statements, reports, and summaries; and provides advice and counsel on accounting problems. May supervise accounting staff. Works collaboratively with other members of the accounting and administration team. Works with Director of Finance to develop financial strategy.

### Key Duties and Responsibilities

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To perform the job successfully the Senior Accountant must be able to perform consistently each essential duty satisfactorily. Other related duties may be assigned.

- Maintains accounts and/or supervises and directs accounting staff to produce and provide timely and accurate accounting information.
- Monitors expenditures, journal and ledger entries, bank statements, account activity, and other accounting and financial records. Ensures financial recording accuracy and compliance with generally accepted accounting principles (GAAP) and established accounting standards, procedures, and internal controls. Investigates and follows up to discuss and correct/report unusual or questionable entries or account balances.
- Responsible for the accurate and timely dispersal of payroll. May supervise payroll staff.
- Prepares cash flow projections and other financial reports and summaries. Makes recommendations to improve individual or organization accounting and management practices and/or systems. Ensures departmental or organization staff are trained and aware of accounting systems/standards and expectations.
- Ensures monthly analysis of accounts and budget variances are prepared; analyzes results and/or discusses major variances with the responsible manager. Follows up to ensure adequate resources are available to meet program guidelines.
- Ensures compliance with statutory laws and financial regulations.
- Reviews critical accounting documents such as contracts and insurance policies and provides advice to management.

- Assists Director of Finance to develop financial strategy including risk minimization plans and forecasting.
- Provides advice on complex operational accounting matters to organizational staff.
- Responsible for the secure handling and storage of critical organizational data.
- Assists with audit preparation.
- Conducts special studies, makes presentations; maintains current awareness of developments in assigned area of responsibility.
- Works closely with management team and/or board of directors to share reports and analysis findings.
- Performs other related duties as required

## Qualifications

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The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily.

## Education and/or Experience

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- Knowledge of financial management and control methods, accounting principles, financial statement preparation and analysis, administrative management techniques and methods, and/or human resource management. This knowledge is typically (but not necessarily) acquired through completion of a recognized professional accounting designation.
- At least three years of progressively more responsible accounting, management planning, and budgetary control, administrative management and/or human resources management experiences with a knowledge of non-profit community based programs and services.
- Formal accounting designation preferred.

## Other Skills and Abilities

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Senior Accountant must:

- Demonstrate well developed oral, written, and interpersonal communications skills.
- Demonstrate teamwork and supervisory skills.
- Demonstrate financial report preparation and analysis skills.
- Demonstrate the ability to manage and operate computerized accounting and payroll systems.

## Other Job Requirements

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- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- The Senior Accountant will follow the Code of Ethics and the Mission Statement of the John Howard Society of North Island.

## Diversity

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JHSNI welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.