

# ST. VINCENT DE PAUL OF VANCOUVER ISLAND



## Job Description Accountant

### Organization Overview

The Society of Saint Vincent de Paul of Vancouver Island (“the Society”) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the Society provides support through affordable housing, a food pantry, home visit program, day program for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

### Position Overview

The Accountant is a key member of the finance team responsible for the day-to-day financial processing of accounting data as it is received by the Finance Department. Working closely with the Senior Accountant and Director of Finance the Accountant will ensure accurate and timely financial reporting for the Board of Directors, the Executive Director, and Managers of the various programs of the Society.

### PRIMARY RESPONSIBILITIES

- Processing financial transactions including accounts payable, retail revenue, rental income, daycare fees and donations
- Providing financial support for grant applications and contract renewals
- Assisting with process improvements and information system upgrades and implementations
- Preparing payments and recording in the General Ledger
- Ensuring adherence to sound internal controls including training and working with staff in other departments to ensure processes and procedures are implemented and followed
- Assisting with documentation and maintenance of finance related processes and procedures
- Assisting with the accurate and timely preparation of income tax receipts and regulatory reporting including GST, PST and annual tax filings and others as required
- Assisting with the preparation of ad-hoc analysis and reporting as required
- Preparing bank and visa reconciliations monthly as assigned

- Assisting in the preparation of monthly, quarterly, and annual reconciliations and reports including analyses for the year-end financial statement audit
- Assisting with the maintenance of accurate property management records
- Providing support to finance and payroll personnel as required
- Be a key resource for other staff for technology related questions or assistance
- Providing accounting and administrative support to Society members working in other regions
- Other assigned duties, as required.

#### **EDUCATION & EXPERIENCE**

- Diploma or Degree in Accounting or related field, or equivalent combination of related training or experience required
- Pursuing a CPA designation an asset
- A minimum of 1 year of recent bookkeeping or accounting experience Proficiency in MS Office with intermediate to advanced skills in Excel
- Experience with Sage 50 or Xero considered an asset

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated working knowledge of accounting standards and proficiency in accounting and financial functions and analysis
- Highly organized and able to effectively manage and prioritize a multitude of tasks in a demanding environment while maintaining a high level of attention to detail, confidentiality of financial information and meeting deadlines
- Excellent communication skills, fluent in English, both written and verbal
- Self-motivated, and ability to work independently and as part of a collaborative professional team
- Demonstrate good judgement, with a desire to learn and excel.

#### **ADDITIONAL REQUIREMENTS**

- Criminal Record Check prior to hiring is required and is paid for by the Society

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- Valid class 5 driver's license would be an asset
- Ability to lift up to 20 pounds to move objects