

| Position Information                    |  |
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| <b>Position Title:</b> Accountant       | <b>Operating Unit:</b> BC AHSN Corporate         |
| <b>Reports to:</b> CFO                  | <b>Classification:</b> Regular full-time, salary |
| <b>Reporting to this position:</b> none |  |

## About the BC Academic Health Science Network

The BC Academic Health Science Network's (BC AHSN) is small and growing not-for-profit society whose role is to connect the province's health research expertise and resources to deliver high-priority, high-impact innovations into the health system. These innovations benefit both the province and its people and are delivered through BC AHSN's three key operating units: The BC SUPPORT (Support for People and Patient-Oriented Research and Trials) Unit, Clinical Trials BC (CTBC), and Research Ethics BC (REBC).

In this newly created position, the Accountant's role is to support the breadth of financial activities across the entire organization from journal entries to reporting. As a detail-oriented, highly-skilled and versatile accounting professional you excel at both working independently and in team environments.

## Position Summary

Reporting to the Chief Financial Officer, the Accountant provides full-cycle accounting, payroll and reporting support to the Society. This hands-on position is responsible for all day-to-day accounting operations of the Society, including the accuracy of accounting records, maintenance of internal controls and ensuring that reported results comply with generally accepted accounting principles. Under minimal supervision the Accountant carries out full-cycle accounting including accounts payable, bank reconciliations, statutory filings, cash management, payroll and the preparation of financial variance reports and year-end audit working papers. This position also assists the CFO in performing multiple duties related to the board and funder reporting functions of the Society.

## Key Duties & Responsibilities

### Accounting

- Ensure that all financial transactions of the Society are recorded timely and accurately in accordance with generally accepted accounting principles for Canadian not-for-profit organizations;
- Prepare all month-end transactions, journal entries and reconciliations required for the preparation of accurate monthly internal financial reports;
- Record and process accounts payable & receivable in a timely and accurate manner ensuring that expenses are within the Society's policies and external funding agency guidelines;
- Prepare multi-year payment and tracking schedules for committed partner and grant payments;
- Ensure proper calculation, tracking and remittances of rent, statutory deductions, GST rebates, etc.;
- Maintain an adequate system of internal controls to ensure that accounting activities are in accordance with established policies and established legal and regulatory requirements.
- Maintain an organized filing system, including keeping accurate and complete electronic and hard copy records;



### *Cash Management*

- Prepare bank deposits, online transfers, EFT/ACH payments and bill payments for approval by CFO;
- Prepare monthly bank reconciliations for all accounts and prepare all required journal entries;
- Ensure sufficient funds are on hand and assist with projecting future cash flow requirements;

### *Budgeting, Reporting, Audit*

- Assist CFO as necessary with coordination and preparation of the annual budgeting processes;
- Prepare monthly internal budget variance reports for distribution to senior management;
- Assist in preparation of quarterly financial reporting/presentations to the board and committees;
- Prepare financial reporting to grant funding organizations;
- Prepare year-end audit working papers in advance of audit fieldwork;

### *Payroll & Benefits*

- Prepare payroll, twice per month, for approval of CFO;
- Prepare and file pension contributions, statutory deductions and annual T4s, T4As etc.;
- Manage staff pension and group benefit enrolments, terminations and amendments;

## **Education/Work Experience**

- CPA designation preferred; enrolled in the CPA accounting program (minimum level 3), or equivalent education, training and experience working in a computerized accounting environment.
- Minimum of five (5) years experience in an intermediate professional accounting role with primary responsibility for full cycle accounting and payroll. Not-for-profit experience is a strong asset.
- Payroll management and processing experience.

## **Skills**

- Self-directed and brings a positive attitude and a can-do approach to any task.
- Ability to analyze and solve problems and strive to implement continuous improvements;
- Ability to maintain a high level of confidentiality and exercise good judgment, tact and discretion.
- Good knowledge of current not-for-profit accounting and payroll principles and practices is preferred;
- Advanced user of accounting software; SAGE 300 (desktop) and Crystal Reports preferred.
- Advanced user of Microsoft Excel with the ability to produce complex spreadsheets, analysis, pivot tables and other documents with accuracy and speed.
- Strong organizational and time management skills with a strong commitment to accurate, complete and detail-oriented work and meeting deadlines.
- Strong oral, written and interpersonal communication skills with the ability to interact with high credibility at all levels of the organization.

*This job profile outlines the key responsibilities for the roles and is not meant to be exhaustive.*

## **How to apply**

Please email your resume and a cover letter outlining your interest and relevant experience to human resources, [hr@bcahsn.ca](mailto:hr@bcahsn.ca) by May 8, 2019 with subject line, "Accountant – Position Application."