

Position Information	
Position Title: Intermediate Accountant	Operating Unit: BC AHSN Corporate
Reports to: Director of Finance	Classification: Regular full-time, salary
Reporting to this position: none	

About the BC Academic Health Science Network

The BC Academic Health Science Network (BC AHSN) is a 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 Intermediate Accountant’s role is to support the variety 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 Director of Finance, the Accountant will be a pivotal role in the full-cycle accounting, payroll and reporting support to BC AHSN (or “the Society”). This hands-on position is responsible for all day-to-day accounting duties 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 supports the Director of Finance in performing certain duties related to the board of directors and financial reporting to funding partners of BC AHSN.

Key Duties & Responsibilities

Accounting

- Ensure that all financial transactions of the Society are recorded timely and accurately;
- 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;
- Track and process partner and grant payments;
- Ensure timely remittances of rent, statutory deductions, GST rebates, etc.;
- Maintain an adequate system of internal controls;
- 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;
- Prepare monthly reconciliations for all bank accounts and prepare all required journal entries;
- Assist with projecting future cash flow requirements



Budgeting, Reporting, Audit

- Assist Director of Finance as necessary with coordination and preparation of the annual budgets;
- Prepare monthly internal budget variance reports for distribution to senior management;
- Prepare financial reporting to funding organizations;
- Prepare year-end audit working papers in advance of audit fieldwork

Education/Work Experience

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

Skills

- Self-directed and brings a positive attitude and a can-do approach to any task;
- A desire to analyze and solve problems
- Ability to maintain a high level of confidentiality and exercise good judgment;
- Advanced user of accounting software; SAGE 300 (or equivalent preferred);
- Advanced user of Microsoft Excel with the ability to produce detailed spreadsheets, analysis, pivot tables
- Good knowledge of current not-for-profit accounting and payroll principles and practices is preferred;
- Strong organizational and time management skills with a strong commitment to accurate, complete and detail-oriented work;
- Strong oral, written and interpersonal communication skills

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@bcahnsn.ca by August 22nd, 2019 with subject line, "Intermediate Accountant – Application."