



JOB POSTING

Job Title: Accounting Manager
Department: Finance
Hours: 40.0 hours/week
Schedule: Mondays to Fridays, 0830 – 1700

Status: Permanent Full-time
Annual Rate: CA\$93,000 - CA\$97,000
Posting #: 26-HO-001
Closing Date: February 15, 2026, or until Filled

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting for a Full-Time, Accounting Manager. Located in New Westminster, BC. The Accounting Manager's role is supervise, track, evaluate day-to-day activities and establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information. Works closely with the finance team.

KEY RESPONSIBILITIES:

- Manage and oversee the daily operations including month and year-end process, accounts payable/receivable, cash receipts, general ledger, treasury, budgeting, forecasting, revenue and expenditure variance analysis, capital assets reconciliations, account statement reconciliations, check runs, fixed assets, and debt activity.
- Monitor and analyze accounting data and produce financial reports or statements and in-charge of reporting the organization's financials correctly.
- Establish and enforce proper accounting methods, policies, and principles.
- Prepare monthly, quarterly, and annual financial statements and claims to Funders, and review regulatory reporting as applicable.
- Create systems and processes, improve systems and procedures, initiate corrective actions, and provide recommendations to business procedures subject to approval by the Director.
- Assign projects and direct staff to ensure compliance and accuracy.
- Meet financial accounting objectives.
- Establish and maintain fiscal files and records to document transactions.
- Hire, train and supervise staff, including reviewing staff's work and reports.
- Review, investigate and correct errors and inconsistencies in the financial entries and documents.
- Assist in the preparation of the annual budget according to schedule.
- Perform month-end accounting including preparation of reconciliations and adjusting journal entries.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Prepare and process bi-weekly payroll for unionized and non-unionized employees in accordance with collective agreements, the BC Employment Standards Act, and organizational policies, upon request.
- Oversees and maintain accurate payroll and tax records, ensuring compliance with Canada Revenue Agency (CRA) requirements and applicable provincial legislation.
- Oversees and prepare, upon request, file, and remit statutory payroll and government reports and

payments, including T4 and T4A slips, T3010 Registered Charity Information Return (if applicable), Employer Health Tax (EHT), GST/PST filings, T5007 slips, Municipal Pension Plan (MPP) remittances, and WorkSafeBC reports, in a timely and accurate manner.

- Liaise with external agencies (CRA, WorkSafeBC, pension administrators, unions) to resolve payroll-related inquiries and ensure ongoing compliance.
- Liaise with external auditors to prepare supporting documents and schedules for the audit process.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in accounting required with 3+ years' experience in non-profit, Accounting/Finance duties, Canadian Payroll.
- Preferably holds a professional designation in accounting.

SKILLS & ABILITIES:

- Knowledge of accounting systems
- Familiar with generally accepted accounting principles.
- Knowledge of preparing and analyzing financial information and general ledger reconciliations.
- Strong organization and time management skills, with the ability to prioritize and meet deadlines, high attention to detail and ability to multi-task and exercise independent judgment.
- Maintains confidentiality of financial and personal information.
- Ability to stay current on accounting standards which may impact financial reporting and audit requirement.
- Ability to direct and supervise.
- Proficient computer skills including windows software applications, Excel, and other Microsoft programs.

ADDITIONAL INFORMATION:

- This position functions in a normal office but is often subject to the pressures of financial deadlines.

MANDATORY JOB REQUIREMENTS:

- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review.
- Vulnerable Sector Search.

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com with the subject line **26-HO-001 no later than February 15, 2026.**

We thank all applicants for their interest in this opportunity; however, only those selected for an

interview will be contacted.