

JOB POSTING

Job Title:	Intermediate Accountant	Status:	Full Time
Location:	New Westminster	Hourly Rate:	\$29.27
Hours:	40 hours/week	Posting #:	23-050
Schedule:	Monday – Friday, 8:30am-5:00pm	Closing Date:	June 3, 2023

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, Intermediate Accountant, Finance Department. Reporting to the Senior Accountant, the Intermediate Accountant is responsible for mid-level accounting such as financial reporting, analyses, and journal entries. Works closely with all members of the Finance team and responsible in areas including receivables, payables, and provides support with month end, quarter end and year end close processes as well as special project support such as annual budget and audits.

KEY RESPONSIBILITIES:

- Assist the finance team with full cycle accounting.
- Keep financial functions up to date.
- Process account receivable cycle including billing, payment applications, and account discrepancy resolution.
- Review the account receivable aging report and follow up with the funders and supervisors.
- Perform various reconciliation, including but not limited to GL accounts, bank accounts, credit cards, and petty cash.
- Assist and process accounts payable cycle.
- Prepare payment plan and process the weekly cheque run.
- Review, investigate and correct errors and inconsistencies in financial entries and documents.
- Generate month end, quarter end, and year end reports.
- Provide support with the annual audit.
- Performs other related duties as required.

QUALIFICATIONS:

- Bachelor's Degree in Accounting required with 3+ years' experience in general or tax accounting.
- Preferably holds a professional designation in accounting or equivalent in work experience.
- 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.
- Strong aptitude for financial systems, experience with SAGE 300, and QuickBooks.
- Working knowledge of accounting systems.
- Proficient in Excel and other MS suite products, and ability to learn and master new software applications.
- Familiar with generally accepted accounting principles.

- Knowledge of preparing and analyzing financial information and general ledger reconciliations.
- Ability to stay current on accounting standards which may impact financial reporting and audit requirements.
- Maintains confidentiality of financial and personal information.

MANDATORY JOB REQUIREMENTS:

- Evidence of COVID-19 vaccinated status.
- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hr@efry.com by no later than June 3, 2023, with the subject line IM 23-050.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.