



## Employment Opportunity

<b>Position Title:</b> Accountant	<b>Position Number:</b> 2019-89
<b>Department:</b> Finance <b>Location:</b> 2723 Quadra Street	<b>Days/Hours of Work:</b> Monday-Friday, 8:30 AM – 4:30 PM, 37.5 hours per week <small>Days/Hours of work are subject to change</small>
<b>Salary:</b> Commensurate with experience	<b>Posting Period:</b> August 26 - Until filled
<b>Start Date:</b> As soon as possible	<b>Status:</b> Regular, Full-time (Will consider temp to perm) <b>Union:</b> Exempt

### JOB SUMMARY:

Beacon Community Services (BCS) is an award-winning and accredited not-for-profit organization that helps people and improves lives through a range of programs and services including home support, employment services, thrift store and volunteer services, children’s programs and residential care.

We offer the successful candidate a rewarding, stimulating professional environment, competitive salary and benefits, and the opportunity to support work that helps people and improves lives in a beautiful, internationally-renowned, small city known for its mild climate and the quality of its many cultural and outdoor activities.

The Accountant’s primary responsibilities will include accounts receivable, bank reconciliation, project accounting and general ledger.

### DUTIES AND RESPONSIBILITIES:

- Process cheque, EFT and credit card payments
- Make bank deposits
- Bank and accounts receivable reconciliations
- Issue monthly invoices to program funders
- Tabulate tenant rent rolls and process monthly rent payments
- Maintain deferred revenue listing and transfer funds to programs as required
- Monitor and reconcile Dementia Housing trust liability
- Participate in month end and year end close processes
- Participate in the preparation of internal financial statements
- Process monthly general ledger journal entries or adjustments

- Maintain communication with various program Managers
- Provide billing and payment support to Home Support Team
- Other ad hoc accounting and administrative duties

#### **QUALIFICATIONS/REQUIREMENTS:**

- Post-secondary education in a related area is required
- Experience in accounting and/or enrollment in or completion of a Professional Accounting Program
- Criminal Record Check will be required

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

- Able to work well under pressure and meet set deadlines
- Strong interpersonal and communications skills are desirable
- Adequate knowledge base of information technology
- Knowledgeable user in SAGE ACCPAC and SIMPLY ACCOUNTING
- Proficiency in using MS Office; intermediate to advanced Excel knowledge

#### **WE LIVE SAFETY!**

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

#### **APPLICATIONS:**

All interested applicants can [Apply Now!](#) quoting the position number 2019-89. Please note only those applicants who are selected to continue in the recruitment process will be contacted.