

 GEORGE DERBY CENTRE	Position: Senior Accountant	Reporting To: Finance Manager
	Approved By: Executive Director	Review/Revision Date: February 2023

Job Summary:

Under the general direction of the Finance Manager and in cooperation with the Leadership Team, the Senior Accountant is responsible for planning, organizing, and managing the day- to-day accounting functions. Strong commitment to financial and information management (IM) services for George Derby Centre in accordance with generally accepted accounting principles, BC Housing, Veterans Affairs Canada and Fraser Health Authority guidelines, and the George Derby Vision, Mission, and Values statement.

Responsibilities and Duties

1. Works with the Finance Manager to plan, organize, and manage day-to-day accounting functions.
2. Maintains records of resident rent payments received and outstanding. Follows up with residents, their families or other third parties to ensure rent accounts are kept up to date.
3. Reviews budget variance monthly with each department Manager.
4. Ensures the timely and accurate submission of financial and payroll reports required by Fraser Health, Veterans Affairs Canada, BC Housing, or other government agencies.
5. Compile, analyze, and report financial data, making journal or ledger entries. Preparing weekly, monthly, and yearly financial reports. Assisting with tax preparation audits and identifying and resolving discrepancies.
6. Maintains a current knowledge of and complies with the approved policies and procedures.
7. Interacts with residents in a manner that respects their individual rights and dignity, ensuring privacy and confidentiality are always maintained.
8. Performs other related duties as required.

Safety Responsibilities

1. Demonstrates a commitment to communicating, improving, and adhering to safety policies in the work environment.
2. Reports all incidents and near misses. Reports are to be made in writing.
3. Report all concerns related to resident behaviours, even if no incident/injury occurs. Reports are to be made in writing.
4. Always follow safe work procedures and act safely in the workplace.
5. Actively participate in all training provided to you for your safety.

Qualifications:

- A bachelor's degree in finance or accounting
- Strong communication, organizational, and computer skills
- Proven experience utilizing computerized financial and accounting systems and the design and implementation of management information and payroll systems.

- Ability to observe and analyse problems and to implement changes where necessary to improve efficiency of working conditions.
- Proven experience safely and efficiently operating all equipment associated with the duties of the position.
- Demonstrates ability to think strategically, with proficiency in the English language, verbal and written skills.
- Personal qualities and attitudes that demonstrate the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with residents, staff, visitors, and volunteers.
- Able to function effectively as a team member and at times work independently with a minimal supervision.
- Experience in a not-for-profit and union environment considered an asset.

SALARY AND BENEFITS

- Starting at \$60,000 annually
- Competitive salary based upon skills and experience
- Benefits package

CONTACT:

To learn more about the role or apply, please email recruitment@georgederby.ca
