

Job Announcement

Job Title: Accountant
Reports To: Director, Finance & Administration

The Crisis Centre of BC

The Crisis Centre of BC is dedicated to providing help and hope to individuals, organizations, and communities. Our offices are located on the unceded territories of the Musqueam, Squamish, and Tsleil-Waututh nations. We have been in operation since 1969.

This role supports our team that spans the spectrum of crisis support, suicide prevention, and postvention by offering immediate access to barrier-free, non-judgemental, confidential support and follow-up through 24/7 phone lines and online services and education and training programs that promote mental wellness and equip schools, organizations and communities to assist people at risk of suicide.

We also have programs that work to ensure timely access to support, destigmatize suicide and mental health concerns, and increase awareness and skills for mental health. We foster and create compassionate, connected, suicide-safer communities.

About the Role

Reporting directly to the Director Finance & Administration, the Accountant is responsible for the organization's financial processes.

The Accountant will be responsible for preparing, recording and administering Payroll, Accounts Payable, Account Receivables, and General Ledger and assisting with other financial reporting processes.

Details

- Hours per Week: 35 hours, with some flexibility in scheduling available. A hybrid mix of onsite at the Crisis Centre and remote online with the expectation to work from the office at least 2 to 3 days per week after two months of working can be negotiated.
- Hourly Rate: \$35.00 per hour; overtime will be compensated

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- Benefits Offered include:
 - 3 weeks of vacation accrued at 6% of earnings with increases as per Personnel Handbook
 - Access to Crisis Centre workshops
 - A full benefits package after a 3-month waiting period

What You'll Do

Payroll

- Serve as the main contact for payroll-related assistance and information to staff and payroll service provider (Payworks)
- Ensures the payroll system is functioning correctly, which includes resolving system issues, managing system upgrades, maintaining data integrity standards, and managing the vendor relationship
- Review bi-weekly timesheets and resolve issues with employees and managers before processing payroll.
- Updates employee changes and maintain employee records as directed by the Director and the Administration Manager
- Calculates irregular payments, including but not limited to bonuses, pay increases, retro pay and other taxable allowances and benefits
- Processes employee terminations, calculates final pay, retiring allowance/severance and submits ROEs to Service Canada.
- Prepares Workers' compensation reports and payments
- Prepare benefits wage reports and payroll & hours reports
- Prepare bi-weekly payroll journal entries
- Reconcile payroll balance sheet accounts and year-end filings
- Review RRSP reports and make payments bi-weekly

Accounts Payable

- Overview of the payment process, from invoice receipt to entry and final payment
- Review all invoices for correct verification, coding, approvals, overall accuracy, and whether a budget exists for the expenditures.
- Enter payments for approval via the Dext payment approval system
- Proces and post accounts payable for payment
- Prepare payments for final payment (ettransfer) with the Plotoo payment system.

Accounts Receivable

- Prepare invoicing as necessary for the collection of revenues into Quickbooks.
- Review and reconcile all funding agreements for correct verification and overall accuracy.
- Review and reconcile donor management database to accounting database
- Review and reconcile courses and training database to accounting database

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General

- Initiate and assist in preparing and entering journal entries to record transactions.
- Prepare Bank and Credit Card reconciliations
- Prepare summaries, reports and recommendations where necessary
- Assist in conducting the timely month-end closing
- Prepare Financial Reports and periodic reports for our client agencies
- Prepare annual reports as required by various agencies
- Update capital assets, prepaid expenses, deferred revenue, deferred grants monthly

About You

Skills, abilities and attributes

- Excellent communication skills, both verbal and written
- Likes to work in a team environment and would enjoy some autonomy for workflow within accounting cycles and timing deadlines
- Ability to consistently meet deadlines
- High accuracy and attention to detail
- Are a positive, enthusiastic and committed team player and have a demonstrated high degree of initiative, judgment, and problem-solving ability
- This could be a good role for someone experienced looking to add balance to their lives and seeking an opportunity to work in a supportive community-based environment.

Qualifications and requirements

- Required: Expert Quickbooks level experience.
- Required: Post-secondary education in accounting with at least five years of practical full-cycle accounting experience or at least ten years of direct full-cycle accounting experience with less than a degree or diploma in accounting.
- Demonstrated computer software proficiency with Quickbooks Online, MS Office 365, Google Workspace, and intermediate-level Excel/spreadsheet work.
- Minimum two years of payroll experience and a complete understanding of payroll requirements
- Payworks, Dext and Plooto experience beneficial

Application Process

This position will be filled as soon as a qualified applicant is found. We want to be transparent with what's next.



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Please submit your PDF cover letter and resume as a **single PDF attachment** named Cover Letter & Resume - (Your Name) to applications@crisiscentre.bc.ca - please put **Accountant** in the subject line.

Please specify what skills and talents you will bring to the position in your cover letter. *What do you want us to know about you that we can't find in your resume which makes you the best candidate?*

We will review applications as they are submitted and have a rolling interview process.

Shortlisted candidates will be contacted to arrange an interview.

The interview process will be in two parts:

- 1) One online interview with the Director Finance & Administration
- 2) Second interview at the Crisis Centre with the Director Finance & Administration and another management staff member.

The successful candidate will have to complete a Vulnerable Sector Criminal Records Check.