



Accounting role Job Posting

JOB TITLE: Charitable Non-Profit Society Accountant

ABOUT PSS

Parent Support Services Society of BC (PSS) works to protect the safety and well-being of children and promotes the health of all families by partnering with those in a parenting role and their communities to build self-help parenting support circles, advocacy, education, research, resources and operates a Kinship Care/GRG Support Line.

WHY WORK FOR PSS?

- You will be part of a dedicated team working for a great cause. Hours are flexible.
- A competitive wage will be offered

POSITION SUMMARY

The incumbent will partner with and report to the Executive Director regarding financial strategy, planning and management of the Society. Full cycle monthly and annual accounting will be required. The role will initially be supported by a part time bookkeeper, continuance of which will be dictated by the needs of the Society in the new fiscal year.

KEY DUTIES AND RESPONSIBILITIES

The bookkeeper is currently providing the following services:

- Process Accounts Payable / Accounts Receivable (approximately 50-70/month)
- Maintain records of all In kind labour and expenses
- Maintain, track and reconcile Society's third party donation accounts
- Bank deposits - preparation, data entry and delivery to bank
- Some management, tracking, and reporting on fundraising activities
- Reconciling and allocating staff and volunteer expenses
- Supporting the Accountant to track and report some financial elements of all Grants

The accountant will be responsible for:

- Liaise with the bookkeeper (largely through email)
- Preparation of financial information and reports, as requested by Executive Director
- Establish or update accounting procedure docs as appropriate
- Financial related elements of on boarding / release of staff (payroll, benefits, RRSPs, ROEs, etc)
- Attend Finance / Board meetings as required
- Bi-Weekly: Review submitted and approved timesheets – set up / release timesheets for next period
- Bi-Weekly: Process payroll and all related responsibilities as appropriate (deductions, benefits, RRSP, CRA remittance, WCB, pay stubs, filing, etc)
- Monthly: Reconcile Bank + Credit Card accounts
- Quarterly: Compile quarterly financial reports (for Executive Director and Board) including Budget vs Actual (frequency may increase per Board or Executive Director's needs)
- Quarterly: Financial reporting to MCFD and other funders, as needed
- Semi-Annually: GST rebates

Annually (Calendar Year End and Fiscal Year End)



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- Employee T4 and T4 summary reports – eFile with CRA
- WCB annual report and remittance
- Assist the Executive Director with the preparation of the annual budget
- Preparation for Charity Year End audit. Liaise and comply with all requests for the annual audit
- Prepare T3010 Registered Charity Information return
- Review of T1235 Directors/Trustee Worksheet
- Preparation and submission of the Non-Union Agency Compensation and Employee Turnover Survey
- Preparation of Gaming Grant application (budget)
- Issue charitable receipts (calendar year), and fiscal year reporting, both currently supported by the bookkeeper
- Maintain a current payroll summary reflecting wage and benefit changes, as needed
- Review of employee benefits, and any relevant updates to payroll
- Review of internal controls to ensure compliance

QUALIFICATIONS AND EXPERIENCE

- A professional accounting designation (CPA, CA, CMA or CGA) is required
- Significant breadth of accounting experience including auditing, budgeting, financial planning and analysis including five years in a senior Finance role, preferably within a non-profit / charity environment
- Advanced knowledge of Sage 50 Canada (required), including complex project and budget management, (desired)
- Proficiency with MS Office suite (required), including advanced excel skills (desired)
- Strong understanding of Grants and related tracking and reporting requirements (desired)
- Self-motivation, dedication to quality and service
- Strong communication and interpersonal skills, both written and verbal
- Detail-oriented with proactive organization and problem-solving skills
- Ability to meet tight deadlines
- Ability to work independently and, at times, as part of a team
- Strong aptitude for learning and mastering new software packages and a commitment to continuous learning
- Demonstrate a positive attitude and willingness to take on new challenges

WORKING CONDITIONS

- This position may require attending ad-hoc Finance meetings, early evenings (max bi-monthly)
- Work days / hours flexible, as long as requirements of role and reporting deadlines are being met
- Start date: Thursday January 2, 2020 or earlier in mid-December if available (includes hand over with outgoing incumbent)
- 15-20 hours / week, with additional flexibility for calendar and fiscal year ends as well as other periods as discussed and agreed to with Executive Director on an 'as needs' basis
- Salary negotiable per experience

APPLICATION SUBMISSION

- Please email cover letter and resume to cmadsen@parentsupportbc.ca with the subject line <Accountant Extraordinaire> by Friday November 22nd at 9.00AM. Applications will be reviewed as received
- Please include a minimum of three referees, two of which are professional
- Only short listed candidates will be contacted
- Proposed interview dates will be Dec 11 + 12 (subject to change)
- No site visits or phone calls please