

The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Financial/Contract Accountant

Classification: Financial/Contract Administrator

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Benchmark: 80810 and 80790

Status: Termed, Full-time

Salary Range: \$27.87 to 29.78 Hourly

Pay Grade: 14

Employee Group: BCGEU

Term Dates: July 2, 2018 to June 28, 2019 with possible extension

Job Summary

Provides advanced financial and contract administrative support to all programs and other special projects. Responsible to monitor, update, and review financial spreadsheets, track expenses, analyze variances, prepare and revise budget forecasts, and liaise with external funding officers. Prepares and verifies the accuracy of accounting reports and records in compliance with the Generally Accepted Accounting principles. May supervise staff.

Qualifications

Education, Training and Experience

- Accounting designation (CGA, CMA, or CA) or a recent CPA graduate
- Recent, related experience of four years; preferably in a not-for-profit organization

Skills and Abilities

- Ability to communicate effectively, both verbally and in writing with all levels of staff in the organization
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Advanced ability to use Accpac, Microsoft Office, Excel skills such as Pivot Table, Vlookup/Hlookup, and/or Macro
- Ability to plan, organize and prioritize
- Knowledge of Business English and business writing skills
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of principles and practices related to financial and budget management
- Ability to develop, evaluate, and monitor financial systems and procedures
- Ability to interpret and apply policies and procedures
- Ability to supervise
- Physical ability to carry out the duties of the position

Responsibilities

- Performs complex projections, forecasts, and analyses such as cost-benefit analyses, trend analyses, impact analyses, and business cases for new programs and initiatives. Makes recommendations on issues such as fund allocation, funding options, and contract negotiations and provides costing information to the supervisor and program coordinators during contract negotiations.
- Reviews and monitors contracts and budgets through to expiration or end of fiscal period to ensure that all legal and policy requirements are met, such as ensuring that:
 - Sufficient funding is available and expenditures are on track against budgets
 - Associated contract schedules are in accordance with related directives
 - Conducting internal and external financial reviews to check for compliance with terms
 - External contracts are registered in the insurance program for contractors
 - Identifies anomalies and non-compliance to the supervisor

Responsibilities - Continued

- Performs complex accounting duties including the preparation of journal entries, reconciliation of accounts, preparation of account analysis for variances and anomalies including participation in the audit functions such as verifying accuracy of financial records, liaising with internal and/or external auditor and following up on audits to implement recommendations and to ensure compliance with directives.
- Develops work procedures, and ensures that department standards are maintained, transactions are accurate and deadlines are met. Provides feedback on operational requirements and results of budgets/contracts and account reconciliations to the supervisor.
- Investigates and resolves problems related to contracts and budget administration, modifies and enhances contracts and budgets as required, in accordance with established policy.
- Performs annual and monthly budget duties such as gathering relevant information, preparing preliminary budgets, determining budget implications of expenditures and reviewing budgets of service providers for reasonableness.
- As delegated by the supervisor, responsible for contracts and budgets by performing duties such as providing information related to legal and policy requirements of budgets and contracts. Provides guidance, advice and recommendations related to contract terms and conditions.
- Interprets government financial policies and ensures organization's compliance with policy. Makes recommendations related to organization's financial policy.
- Prepares financial and/or statistical information by developing and maintaining data tracking in spreadsheets.
- Prepares monthly and/or quarterly financial reporting to the funders as required.
- Maintains internal control procedures to meet accounting standards requirements.
- Prepares and produces account analysis and ad-hoc reports for management decision-making purposes.
- Supervises staff by performing duties such as assigning work, providing feedback, determining training requirements, orienting new staff.
- Responds to internal and external inquiries by email, telephone, or in person and takes corrective action.
- Performs other related duties as assigned.

Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Appointment subject to satisfactory completion of a criminal records check

Application Information: To apply, e-mail your resume and a cover letter, quoting the job title in the subject line of your e-mail to Nina Raskovic, Finance and Operations Manager at Nina.Raskovic@bc-cfa.org.

Closing Date: Friday, June 22, 2018 at 5 p.m.

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*

Nurture • Grow • Thrive