



<p style="text-align: center;"><b>EMPLOYMENT OPPORTUNITY POSTING # 22-MGT-67</b></p>
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Fraserside Community Services Society invites applications for the following position:

**Accountant**

Reporting to the Controller, the Accountant will be responsible for the organization's finance and accounting functions including planning, implementing and managing all financial activities. The role will be responsible for all aspects of Financial Management, including maintaining data and accuracy using accounting systems, supporting the payroll process and financial reporting, the successful candidate will:

- Full-cycle Accounts Payable, including invoice processing, vendor payments, reconciliation of AP ledger
- Full-cycle Accounts Receivable, including invoicing, processing payments, reconciling AR ledger, reporting on outstanding invoices and incoming payments
- Review and process employee expense reimbursements and monthly credit card reports, while agreeing amounts to corresponding receipts
- Ensure proper authorization and accurate coding of AP/AR invoices and expense reports.
- Assist Controller with month-end and year-end activities and working papers preparation.
- Assist Controller with the year-end audit by preparing working papers and compiling backup documents.

**QUALIFICATIONS:**

We are looking for a hands-on finance leader with considerable experience working in a complex service delivery environment in the private, public or non-profit sectors. You aspire to excellence in the financial and operational affairs of your organization. You bring innovation and adaptability to your leadership role.

- Post-secondary degree or diploma in Accounting.
- Minimum 2-3 years of recent related experience in accounts payables / receivable.
- Some experience with reconciling general ledger accounts
- Proficient in using Microsoft Office applications.
- Experience with Ceridian payroll systems (in particular Day force) is an asset.
- Intermediate knowledge of Excel.
- Hands-on experience with accounting software packages, experience with Sage 300 considered an asset
- Strong analytical thinking and problem-solving skills
- Accuracy and attention to detail
- Solid technical expertise and ability to master new software quickly
- Excellent written and verbal communication skills, ability to communicate effectively with internal and external stakeholders
- Excellent interpersonal and customer service skills and ability to collaborate effectively with others.
- Excellent communication skills, both written and verbal, and interpersonal skills.
- Strong attention to detail

**Fraserside is an equal opportunity employer. We thank all applicants for their interest in Fraserside. Only those selected for an interview will be contacted.**



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Salary: **\$65,000-\$75,000** per annum commensurate with qualifications and experience  
Anticipated start date: Immediately

All applicants are requested to quote the posting name and number in their application for employment. Please apply with cover letter and resume noting qualifications, experience and any other information that may assist the Society in arriving at a hiring decision.

This position is open to applicants of all genders. In order to ensure safety of the persons served and colleagues, we prefer that staff working in this program are fully vaccinated for COVID-19. Proof of vaccination status may be required for successful applicants for this position.

Applicants are requested to submit a cover letter and resume, quote posting number, provide an E-mail address and telephone number, and include qualifications, experience and any other information that may assist the Society in arriving at a hiring decision.

**Apply to:**

E-mail: [hr@fraserside.bc.ca](mailto:hr@fraserside.bc.ca)  
Web site at: [www.fraserside.bc.ca](http://www.fraserside.bc.ca)

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