



August 12, 2024

Internal/External Job Posting #AD10-24-03

Accountant

Full-Time, Permanent

Collingwood Neighbourhood House (CNH) is a not-for-profit Society serving the Renfrew-Collingwood (RC) neighbourhood of East Vancouver. CNH's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

JOB OVERVIEW

The accountant plays a crucial role in maintaining the financial health and sustainability of our organization. This hands-on position not only oversees all financial aspects but also supports the senior management and board in making sound financial decisions. The accountant is responsible for effective financial management and for the accuracy and completeness of all budgeting and financial reporting. This includes providing financial support to the Director of Operations (DoO), Executive Director (ED), Board of Directors and program directors and managers.

The accountant fosters a culture of continuous learning and improvement within the accounting team. The accountant is a proactive, team-oriented individual with a passion for the mission and vision of Collingwood Neighbourhood House.

RESPONSIBILITIES

1. Financial System, Management and Reporting:

- Selection, set-up, implementation and maintenance of financial system.
- Ensures all financial systems operate efficiently and effectively.
- Oversee all financial operations, ensuring compliance with regulatory guidelines (CRA, payroll and benefits, pension payments, sales taxes, EHT payments, Gaming Account Summary, and other assigned tasks).
- Prepare monthly, quarterly, and annual financial statements and reports for management and funders.
- Prepare and maintain accurate financial records, including ledgers and journals.
- Oversees the management of accounts payable and account receivable processes.
- Reconcile bank statements and other financial accounts.
- Prepare and present financial reports to the Finance Committee and/or board of directors in a clear and concise manner, aiding them in fulfilling their governance responsibilities.
- Reviews monthly, or as needed with program directors individual departmental financial statements.
- Provides financial orientation, training and support to Directors and Managers.
- Coordinate and support external audits and tax filings.
- Assist with financial planning and strategy development as needed.
- Establishes, recommends and monitors compliance with operating financial management policies, procedures and internal controls.

2. Revenue Recognition:

- Implements, oversees and manages revenue recognition policies and cost allocations across multiple programs and funders, in line with accounting standards and management instructions.

- Ensure timely and accurate recording of revenues, keeping in mind the different sources and types of income.
3. **Payroll Management:**
- Oversee the complete payroll process, ensuring timely and accurate payment to all employees.
 - Ensure compliance with all payroll regulations, deductions, and benefits administration.
 - Coordinate with the HR department to ensure proper record-keeping and respond to any payroll-related inquiries.
4. **Budgeting:**
- Assist in budget preparation and financial forecasting.
 - Designs and updates budgeting and reporting framework.
 - Works with the program directors, DoO and ED to draft and maintain the annual operating budget.
 - Monitor budget implementations and performance, identifying any areas of concern or opportunity.
 - Prepares capital budgets.
 - Prepares and reviews variance analysis with senior management and program directors.
5. **Risk Management:**
- Identify, evaluate, and manage financial risks.
 - Analyze financial data to identify trends, discrepancies, and areas for improvement.
 - Ensures prudent asset management and protection in accordance with financial objectives and Board-approved policy.
 - Implement and monitor internal controls to safeguard assets and ensure the integrity of financial information.
 - Maintain accurate records and documentation related to financial transactions.
 - Maintains record of working capital and line of credit maintenance.
 - Maintains records of lease equipment and borrowing terms.
6. **Investing:**
- Oversee the organization's investment strategy, ensuring alignment with our objectives and risk tolerance, per Board-approved Investment Policy.
 - Prepares and updates monthly cash flow projections as needed.
 - Manages banking relationships.
7. **Grant Management and Reporting:**
- Supports program directors with grant applications and funder reporting by providing relevant financial information.
 - Assists program directors to ensure financial compliance with grant terms and conditions.
 - Assists program directors to prepare and submit financial reports required by funders.
8. **Fund Accounting:**
- Implement and maintain a fund accounting system in line with non-profit accounting standards.
 - Track and report on specific funds in alignment with donor and funder requirements.
9. **Committee Involvement:**
- Act as a key member of the finance committee, providing valuable insights and recommendations.
 - Participate in regular meetings and ad-hoc sessions as needed.
10. **Team Management and Development:**
- Supports and mentors the accounting team.
 - Assist the Accounting team with their work as needed.
 - Supports the Accounting team with training, development, and growth.
 - Fosters a culture of continuous learning and improvement within the team.

11. Others

- Steward a strong culture based on our core values and reflective of our commitment to equity, diversity and inclusiveness.
- Support for collective bargaining negotiations and implementation of financial provisions of collective agreements.
- Support the team with additional duties as required.

SKILLS & QUALIFICATIONS

- Bachelor's degree in accounting, finance, commerce, or related field.
- Minimum 3 years of professional accounting experience in the charitable sector or equivalent experience.
- Professional Accounting designation (CPA-CA/CMA/CGA) or exceptional knowledge of finances gained through equivalent experience.
- Understands:
 - Accounting standards for not-for-profit organizations in Canada
 - Provincial reporting requirements for Societies in British Columbia
 - Canada Revenue Agency policies related to Registered Charities
- Knowledge of provincial legislation on Employment Standards, and Human Rights.
- Budget and cash flow management experience with the ability to analyze and use financial information and statements to identify issues and help manage the organization.
- Experience managing human resource's function including volunteers and paid staff, training and coaching.
- Strong written and verbal communication skills and the ability to work collaboratively with a team.
- Experience with Sage 300 and QuickBooks.
- Detailed knowledge MS Office 365 programs, especially Excel.
- Action-oriented, entrepreneurial, flexible, and innovative.
- Ability to multi-task, analyze, meet deadlines and problem solve in a fast-paced organization.
- Confident working with a wide range of social groups.
- Detail oriented and high level of accuracy is required.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed

ASSETS

- Knowledge of a language(s) other than English

JOB DETAILS

- **Schedule:** 37.5 hours/week
- **Compensation:**
 - Salary: \$47.00/hr
 - Extended health, dental benefits and pension plan
 - Paid vacation starting at 2 weeks per year plus paid sick days.
- **Location:** 5288 Joyce Street, Vancouver
- **Expected Start Date:** As soon as possible

APPLICATION PROCESS

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

PLEASE SUBMIT A COVER LETTER AND RESUME TO:

Irene Mella
Administrative and Communications Manager
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC, V5R 6C9
Email: imella@cnh.bc.ca

Please quote reference #AD10-24-03

CLOSING DATE: August 19, 2024 at 6 pm

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

*We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.
No phone calls please.*