



INTERMEDIATE ACCOUNTANT

Position Summary

JFS seeks an experienced Intermediate Accountant to join our team. The Intermediate Accountant supports the Controller and works across departments to assist with billing, collections, bank reconciliations, payroll and financial reporting. We are looking for a self-starter with a strong attention to detail and excellent communication skills.

JFS

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 83 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland. JFS has a long-standing reputation for creative and professional response to community needs. JFS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

Duties and Responsibilities

Reporting to the Controller, the Intermediate Accountant is responsible for:

- Supporting the Controller to manage financial operations of the agency
- Full-cycle Accounts Payable
- Visa reconciliations; Bank reconciliations
- Working across departments to assist with billing
- Managing petty cash
- Processing client payment by all methods of payment
- Managing payroll for hourly, salary and contracted employees; including balancing and reconciling the payroll accounts to the GL, preparing related government tax filings in a timely manner and preparing ending of year documents including T4, T4A, P.I.E.R Report and T2200
- Updating system for new hires, changes and terminations; including ROE reporting
- Managing the benefit administration of extended health, MSP and RRSP, ensuring they are all accurately reported and recorded
- Preparing and submitting WorkSafeBC claims and premium payments
- Preparing year end CRA billing letters for Home Support and Counseling Clients
- Maintaining payroll guidelines by writing and updating policies and procedures
- Performing month-end reconciliation and journal entries
- Working with Junior Accountant to manage billing, collections and following up on overdue A/R accounts
- Maintaining strict confidentiality of the highest level
- Maintaining professional and technical knowledge
- Additional ad-hoc tasks as assigned



Requirements and Qualifications

- Has earned or is working towards CPA designation
- 3-5 years experience
- Canadian Payroll, PCP or equivalent certification preferred
- Knowledge of ADP Work Force Now preferred
- Knowledge of Blackbaud Financials and Alayacare an asset
- Minimum two years of work experience in a related field required
- Proficient in MS Office; with strong Excel skills required
- Experience with an accounting system
- ERP System experience and asset
- Ability to work independently and meet deadlines a must
- Solid understanding of formatting financial data to meet various reporting format requirements
- Flexibility and willingness to work on a variety of tasks and projects
- Self-starter with strong attention to detail
- Excellent communication skills and a positive attitude

Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

Start Date

January 2022

To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Intermediate Accountant" to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca by January 14, 2022. Applications will be considered on a rolling basis. Please note that only qualified candidates considered for an interview will be contacted.