



Want to be part of an energetic, passionate, and progressive workplace? Eager to do what you love while making a difference in your community? Spinal Cord Injury BC is looking for you!

Spinal Cord Injury BC (SCI BC) is the go-to resource for the spinal cord injury (SCI) community. But we're so much more than your typical disability organization. We're a national leader in Peer Support, we excel in helping people form social connections and challenge themselves, and we take pride in developing our information resources. We're innovative – we like to push the envelope and try new things. And we tell powerful stories through our magazine, videos, and donor communications about how our members adapt, adjust and thrive after an injury.

Our staff come from diverse backgrounds and areas of expertise, but we all share one thing: passion for people. We challenge, support and inspire one another. We're invested in each other's personal and professional development and foster a flexible, fun, and dedicated office culture.

We're growing our team of high-performing, innovative people with a passion for positive change. If that sounds like you, read on.

Position Summary:

Join our finance team as an Accountant and play a key role in performing and overseeing accounting functions and financial reporting. Working closely with and reporting to the Associate Director, Finance and Operations, you will ensure accuracy and compliance with accounting standards, and you will provide financial insights to support decision making. We are seeking a hands-on proactive candidate with strong analytical skills, exceptional attention to detail, and a collaborative approach to problem-solving. This role is ideal for a recently qualified CPA looking to grow their career in a non-profit environment.

Key Responsibilities:

Financial accounting and reporting

- Daily accounting operations, including accounts payable/receivables, journal entries and reconciliations.
- Lead the month-end and quarter-end closing processes for financial reporting, including analysis to detect errors and trends.
- Lead the preparation of the quarterly and annual financial reports to the board and internal stakeholders.
- In collaboration with the finance team, proactively work to identify inefficiencies and recommend and implement improvements.

Audit

- Lead the preparation of required working papers and lead sheets for the annual external audit.
- Assist in data extraction for audit as required by external auditors.
- Support the accounting department by maintaining the key reconciliations such as general ledger, accounts payable, accounts receivable, and capital expenses.
- Assist in the preparation of the organization's T3010.

Budgeting and forecasting support

- Support the leadership team in the annual budgeting process, including creating and maintaining the budget templates, consolidating the department budgets, and analyzing the budgets.
- Assist in preparing the financial forecasts.

Payroll absence management and benefits

- Prepare salaried/hourly staff payroll on a semi-monthly basis using Payworks.
- Reconcile timesheets and absences in Payworks on a monthly basis.
- Prepare Record of Employment for employees, as required.
- Prepare year-end report of unused vacation/sick time.
- Prepare and distribute report of carried over balances to management.
- Respond to payroll, benefits and absence management inquiries as required.
- Review and reconcile T4's and T4A's and T2200 and submit summary to CRA as required.
- Maintain and update employee benefit packages and premium rates as required.
- Maintain pension plan enrolment kits for distribution to eligible employees.

Statutory Requirements

- Prepare GST reports.
- Prepare quarterly and annual WCB payroll report.

Miscellaneous

- Provide backup to finance and/or administrative coordinator(s) and Associate Director, Finance and operations during absences.
- Perform *ad hoc* financial analysis and provides other accounting support and backup for the finance team as necessary.
- Assist with minor facilities duties.
- Other *ad hoc* duties as they come up (e.g., working with our partner organizations).

Requirements:

- Bachelor's degree in accounting or finance, with a CPA designation.
- Strong understanding of internal controls and CRA compliance preferably in a Non-profit setting.
- Minimum of 2 years' experience in a related position performing full cycle accounting.
- Experience with QuickBooks and Donor Perfect is an asset, but not required.
- Proficiency in Microsoft suite of products, especially Microsoft Excel and SharePoint.
- Strong analytical skills and business acumen.
- Sound professional judgement and superior attention to detail.
- Ability to develop effective working relationships with co-workers and stakeholders.
- Effective interpersonal, verbal and written communication skills.
- Must be able to provide or obtain a current vulnerable section/criminal record clearance certificate.

Starting Date: As soon as possible, please advise of the date you are available to work.

FTE: This is a FT position. **This position requires a minimum of 4 days in the office with potential to work one day (Fridays) from home.**

Salary Range: PT 7: Annual Full Time (37.5 hr/week) salary range for this band is \$71,958 to \$95,945 supplemented by a competitive total compensation package, including 4 weeks holiday to start, 5 wellness days, 5 discretionary days and 10 sick days annually. Actual salary will be determined based on the candidate's experience, expertise, and SCI BC's internal guidelines. The range serves as a guide to illustrate the potential growth and development opportunities within the position, with compensation increasing as one progresses, gains experience and effectively mastered the responsibilities and requirements of the role and level. Actual compensation will vary based on individual circumstances and organizational considerations, and reaching the maximum of the range typically requires a high level of proficiency and accomplishment within the role, over the course of several years. **We anticipate the successful candidate to be compensated at approximately \$78-82K. It is intended that this role form part of succession planning for a more senior role.**

To Apply: Please forward your cover letter and resume, including the date you are available for work by email to hr@sci-bc.ca or by mail to Human Resources at 780 S.W. Marine Drive, Vancouver BC V6P 5Y7. **The posting will remain open until the role is filled.**

Note: Proof of vaccination against COVID-19, the flu, or other respiratory viruses may be required to work in certain settings. In addition, we reserve the right to require staff to vaccination as per federal and/or provincial health guidance or directives that may arise in the future.

Spinal Cord Injury Organization of BC (SCI BC) values diversity and strives to ensure equal employment opportunities to all qualified candidates, without regard to race, colour, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. SCI BC complies with all applicable laws, rules and regulations in the performance of Canadian Labour Codes and the BC Employment Standards.

SCI BC acknowledges that our provincial work takes place on the territories of Indigenous peoples who have lived on and cared for the land for time immemorial. SCI BC's head office, GF Strong resource centre, and shared Victoria office are located on the traditional and ancestral territory of the Coast Salish peoples – the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh), and lək^wəŋən (Lekwungen) First Nations. Our Prince George regional office is on the traditional and ancestral territory of the Lheidli T'enneh Nation.