

JOB DESCRIPTION

Position Title: Accounting Specialist
Position Type: Full-time, regular
Location: Victoria, BC
Reports to: Finance Manager
Salary range: Competitive, commensurate with experience
Application Deadline: April 7, 2017
Position start date: April, 2017

Summary:

The Firelight Group is a dynamic, socially responsible business providing community-based research and consulting services across Canada. We have a growing team of approximately 30 professionals, and offices in Victoria, Vancouver, Edmonton and Haida Gwaii. Our competitive advantage is high quality work that strategically serves our clients' interests.

www.thefirelightgroup.com.

Job duties include:

Accounts Payables (A/P) Support (50%):

- Reviews, manages and records contractor bills and expense claims for all staff and ensures authorization per Firelight's finance policies.
- Coordinates project expenses with Project Managers (PM), employees and external agencies to ensure all expenses are linked to the right projects and processed in a timely and efficient manner;
- Coordinate review of business expenses with Operations Manager and manages monthly payments in compliance with company policy;
- Reviews and reconciles multiple corporate credit card statements, manages credit balance and bank reconciliation;
- Coordinates payroll transactions and maintains payroll record up-to-date;
- Manages accounting software and time and expenses tracking software.;
- Tracks and files taxes on time (corporate tax, payroll remittance, non-resident tax, GST).

Accounts Receivables (A/R) Support (40%):

- Prepares materials for monthly meetings to review all billable projects with PM;
- Generates and distributes invoices in compliance with CRA regulations and Firelight's internal finance policies;
- Monitors aging A/R and assists PM and Finance Manager with A/R collection;
- Sets up client and project files with project management applications;
- Assists PM to track budget performance and assists Finance Manager with internal reconciliations.

Other Support (10%):

- Assists with the Finance Manager in preparation of the quarterly and year-end closing process, audit, finance reporting and other finance projects;
- Makes enquiries to CRA as needed;

- Maintain finance information both electronically and in hard copy;
- Liaises with the Bank, various service providers (benefits, insurance) and professional services (accountant, bookkeeper and legal);
- Manages and reconciles petty cash;
- Manages preparation and submission of Record of Employment (ROE);
- Assists with special projects as requested by Finance Manager and/or Operations Manager.

Skills and knowledge:

- Proven organizational skills and attention to detail;
- Strong knowledge with accounting software (QuickBooks or Simply Accounting preferred);
- Ability to set priorities and produce quality work independently under tight timelines;
- Self-motivator, positive attitude with co-workers, contractors and clients;
- Ability to clearly and effectively communicate with internal and external stakeholders via different communication tools;
- Solid understanding of private sector business;
- Competent with MS Word and Excel, willing to learn new tools.

Qualifications and Experience:

- Degree or Diploma in Accounting is required; **or**
Courses in accounting or bookkeeping combined with three years of experience as a financial or accounting clerk are required.
- Experience with Accounts Payable and Accounts Receivable is a must.
- Experience with payroll and/audit process would be an asset.

We offer a progressive, flexible workplace and the following benefits:

- Professional development funds.
- Banking of earned overtime.
- Health and Wellness Program.
- Comprehensive health and dental benefits.
- Annual retirement savings plan contribution.
- Maternity and parental leave top-up.
- 2 weeks' annual leave and 1 week of seasonal holiday in the last week of December.

To apply:

Please email a cover letter and curriculum vitae citing "Accounting Specialist" in the subject line and attention to Binita Sondagar, at hr@thefirelightgroup.com. If you have any questions regarding the position, please call (250) 590-9017. Your application must confirm that you are able to legally work full-time in Canada, starting immediately.

Firelight is committed to respecting diversity within our workforce and specifically to increasing the number of indigenous employees within our organization. As a result, we encourage all indigenous applicants to self-identify in our recruitment and staffing processes and preference may be given to these applicants.