

## 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](http://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](mailto: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.*