

## **Accounting Specialist**

The Firelight Group - Victoria, BC

**Position Title:** Accounting Specialist

**Position Type:** Part-time (3-4 days) potentially growing into full-time, regular

**Location:** Victoria, BC

**Reports to:** Finance Manager

**Salary range :** Competitive, commensurate with experience

**Application Deadline:** October 6, 2017

**Position start date:** November 1, 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, and Edmonton. Our competitive advantage is high quality work that strategically serves our clients' interests. [www.thefirelightgroup.com](http://www.thefirelightgroup.com).

Candidates should be expecting to work in a small business environment that involves frequent shifts between varied tasks and minimal backup resources for verification of work.

This job is located in Victoria, British Columbia.

### **Job duties include:**

#### ***Accounts Payables (A/P) Support (40%):***

- Reviews, manages and records contractor bills and expense claims for all staff. 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;
- Coordinates the review of business expenses with Operations Manager and manages monthly payments in compliance with company policy;
- Manages multiple corporate credit card reconciliation, manages credit balance and bank reconciliation;
- Tracks and files taxes on time (corporate tax, payroll remittance, non-resident tax, GST);
- Manages and reconciles petty cash.

#### ***Accounts Receivables (A/R) Support (30%):***

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

***Payroll Support (20%):***

- Coordinates payroll transactions and maintains payroll record up-to-date;
- Coordinates with preparing time sheets for employees;
- Manages preparation and submission of Record of Employment (ROE).

***Office Support (< 10%):***

- Orders office supplies;
- Supports various office needs as needed.

***Other Support (as needed):***

- Assists with the Finance Manager in preparation of the quarterly and year-end closing process, audit, finance reporting and other finance projects;
- Maintains finance information up to date both electronically and in hard copies;
- Liaison with the Bank, various service providers (benefits, insurance) and professional services (accountant, bookkeeper and legal);
- 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 colleagues, 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:**

**Required:**

- Degree or Diploma in Accounting is required; or a combination of education (including post-secondary courses in accounting/bookkeeping) and three years of experience as a finance or accounting clerk.
- Experience with payroll, Accounts Payable, and Accounts Receivable is a must.

**Preferred:**

- Experience with 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 reply to this posting. If you have any questions regarding the position, please contact Makiko at (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.*