

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.

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.