Senior Accountant

Greater Victoria Harbour Authority, a not-for-profit organization, owns and operates deep water, marina and upland holdings throughout Victoria's harbour. We envision a working harbour where people live, learn, work and play; a spectacular gateway into Victoria's past and into its future, with a vibrant look and feel, linking communities and all people together.

GVHA is an employer that believes in work/life balance and giving back to the community, we work in an environment that is open, friendly and collaborative Our employees receive an attractive benefit package that includes such things as a fitness incentive and a day off for volunteering.

GVHA is looking for a Senior Accountant to join our finance team. We are looking for someone who is professional, reliable, comfortable in a dynamic work environment and loves to learn. This position will be responsible for the accurate reporting of our financial activities, budgets and forecasts and will be the key point person for the Manager, Finance.

We are looking for someone who has the following qualifications:

- Completion of a University degree in accounting or equivalent
- Minimum of 3 years related experience in Senior Accountant type role
- Experience with not-for-profit organizations preferred
- Extensive experience using accounting software
- Proficient with various software applications such as Microsoft Office (Word, Excel, PowerPoint) and Microsoft Dynamics Great Plains
- Experience compiling and interpreting data, budgets and statistical analysis
- Experience working with a Board of Directors an asset
- Experience in full cycle accounting
- Experience researching, analysing, interpreting, evaluating and developing solutions using complex data, to produce recommendations to a Board
- Experience developing and preparing a variety of written reports, analysis, forecasting, presentations and other documentation in accordance with Board directives or regulatory guidelines

Some of the key job duties include:

<u>Day to Day Financial:</u>

- Prepares monthly, quarterly and annual financial statements and required financial analytical narrative
- Reports operating results against budget on a monthly, quarterly and annual basis
- Reviews financial reporting results monthly with Stakeholders
- Maintains the general ledger chart of accounts
- Completes bank rec and other account reconciliations necessary to accurately prepare financial statements

Strategic Financial:

- Assists in the preparation of the annual Management Discussion & Analysis that supports and reflects the audited financial statements for the Manager, Finance review & approval
- Monitors Accounts Payable expenses and identifies areas for cost savings with supporting implementation strategies in collaboration with Department Managers
- Stays informed of the changes in accounting reporting standards and partners with the Manager, Finance of any necessary conversions
- Conducts trend and cost analysis as required, and compares benchmarks with similar organizations
- Assists Manager, Finance in training other staff including non-financial staff in understanding and utilizing the new financial modeling tool, budgeting tools and Enterprise Risk Management processes
- Ensures GVHA properties are assessed and taxed in an equitable and fair manner

Financial Policy & Procedure Development:

- Assists with developing policies and procedures related to GVHA's financial practices
- Oversees GVHA's annual external audit

Annual Budget:

- Coordinates the budgeting process and provides guidance and support to departments and facility managers
- Assists with preparing the final compiled budget in Forecaster for the Audit & Finance Committee & Board

Payroll:

- Processes bi-weekly payroll for all employees
- Reconciles transactions such as benefits and payroll accounts
- Prepares and reconciles Board of Directors fee payments (bimonthly)
- Processes employee and Board of Directors T4 statements annually

Information Technology:

- Provides support with implementing finance related IT systems
- Researches systems and tools for efficiently storing, reporting and sharing financial information

Please submit your resume and cover letter outlining your experience and salary expectations to abarlow@gvha.ca by Monday, February 3rd at 4:30 p.m.