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EXTERNAL JOB POSTING BCFED HEALTH & SAFETY CENTRE

CLASSIFICATION: Accountant – Full Time, Regular

DEADLINE: 5:00 pm – November 17, 2023

The BC Federation of Labour is seeking staff for a full-time accountant position. The ideal candidate will work independently under the supervision of, and reporting to, the Executive Director of the BCFED Health and Safety Centre.

Required Qualifications:

1. Must possess a Chartered Professional Accountant (CPA) designation and be in good standing with their professional body.
2. Minimum of three years working with a dedicated accounting software system (Sage, QuickBooks, etc.).
3. Intermediate to advanced knowledge and experience using Microsoft Office Suite.
4. Experience and proficiency in full-cycle accounting including reconciliation, journal entries, monthly and annual financial reporting.
5. Demonstrated ability to work well under pressure, function independently and organize and prioritize work with or without direction.
6. Excellent communication skills.

Required Knowledge, Skills and Abilities:

- Analyze and journalize transactions.
- Understand and use accounting formulas to be applied to depreciation and accrual calculations.
- Perform full-cycle accounting for different entities.
- Provide a level of administrative or technical production to any of the following: preparing payrolls, banking, accounting statements, investigating complex claims, recommending settlement payments, GST reconciliation and assuming responsibility for keeping a set of records to record benefit plan transactions and leaves.
- Liaise with various other labour organizations, funding entities, government departments and other external contacts.
- Complete payroll responsibility, including meeting Revenue Canada requirements and the administration of the Municipal Pension Plan.
- Perform research in locating economic, statistical or analytical reports as it pertains to accounting and as directed by the Executive Director.

- Prepare and produce confidential documents.
- Prepare monthly financial reports and operations statements and other reporting as required.
- Knowledge of office administration processes within the BC Federation of Labour.
- Process accounts payable transactions within approvals process.
- Process GST remittances.
- Work on special accounting projects with the Executive Director.
- Perform internal control review assessment to ensure financial processes are transparent, consistent and efficient.

Current gross wage rate:

\$2,833.86 bi-weekly.

Other benefits and working conditions are pursuant to the BC Federation of Labour/MoveUP collective agreement and BCFED financial policies.

Please submit a resume **by 5:00 pm, November 17, 2023**, to **Human Resources** at humanresources@bcfed.ca.

Preference will be given to candidates from equity seeking groups, including persons of colour, Indigenous persons, persons with disabilities and 2SLGBTQIA+ persons.

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