



Intermediate Accountant Competition 23-19

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization and registered charity governed by a First Nation Board of Directors. FNESS supports BC First Nations in building safer, healthier, and thriving communities through programs focused on Awareness, Preparedness, Mitigation, and Recovery.

Position Summary:

This is a fantastic opportunity for an Accountant in the early stages of their career looking to advance their skills and knowledge. The ideal candidate must have a strong understanding of full-cycle accounting and a willingness to learn new skills. This position requires strong attention to detail, organizational skills, and the ability to work with sensitive and confidential information.

Position Responsibilities:

- Shared responsibility of full-cycle Accounts Receivable and Payable and the processes involved.
- Performing month-end and year-end journal entries, which include recording revenue and expense accruals.
- Assist with project accounting, the annual budget and year-end audit planning.
- Assist with reconciliations and preparation of quarterly financial statements.
- Acting as a backup for payroll processing, including related journal entries.
- Preparation of annual GST return.
- Prepare monthly internal financial reports for different departments as requested.

Position Requirements:

- Relevant post-secondary education in accounting is required. Bachelor's degree is preferred.
- Strong attention to detail and accuracy in handling sensitive information.
- Excellent organizational skills and ability to prioritize tasks effectively.
- Proficient in Excel and Sage is preferred.
- Ability to work independently and as part of a team.
- Strong communication skills and ability to interact professionally with employees at all levels of the organization.
- A minimum of 3 years of full accounting experience is required.

Position Type: Full-time, Permanent, 7.5-hour shift Monday to Friday

Location: North Vancouver Office

Compensation range: \$65K to \$75K a year. Competitive compensation based on qualifications and experience.

Closing Date: Until Filled

Benefits:

- Dental care
- Extended health care
- Life insurance
- Pension plan
- Paid 3 weeks' vacation

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is FNESS Policy to practice preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify.

We thank all candidates for their interest; however only those selected for an interview will be contacted.

Please forward a current resume and cover letter to: hr@fness.bc.ca

Attention: Finance Team Leader

First Nations' Emergency Services Society

102-70 Orwell Street

North Vancouver, BC V7J 3R5