



ACCOUNTANT JOB DESCRIPTION

WORK TITLE: Accountant - Hospice Finance

FACILITY: Royal Jubilee Hospital

DEPARTMENT: Victoria Hospice Society

JOB SUMMARY

Reports to the Chief Financial Officer (CFO). Responsible for the accounting activities of the Victoria Hospice Society (VHS) which include operating, capital, investment, fund accounting and inter-company transactions.

Develops, recommends and implements new accounting methods and procedures such as financial control procedures; performs complex reconciliations of the general ledger and other designated ledgers and records; and carries out related general accounting functions according to the standards and procedures of the department. Researches, analyses, and prepares related reports as required and participates in special projects as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Performs financial and statistical analyses on VHS financial and statistical data utilising personal and client/server computers, relevant specialized software, calculators and other related equipment. Identifies variances or discrepancies, initiates corrective action to resolve problems and compiles standardised and ad hoc financial reports, consolidations, statistical returns, and related government/management reports.
2. Performs complex reconciliations of investment ledgers, general ledger and other designated ledgers and accounts such as bank, trust, donation, and other records and accounts. Resolves problems and discrepancies independently and takes corrective action.
3. Acts as an information resource for VHS Executive & Board(s), the Leadership Team, and other VHS/Island Health personnel by compiling and analysing financial data, reports, accounts and other information such as vendor activity statistics, extracting relevant information, preparing related reports as necessary, and forwarding the information as required.
4. Reviews and prepares journal entries and reconciliation work and resolves problems and discrepancies.

TYPICAL DUTIES AND RESPONSIBILITIES (continued)

5. Assists with the development, implementation, and administration of accounting methods and procedures such as financial control procedures by developing, recommending and, upon approval, implementing new procedures and service standards. Performs internal control reviews by checking and testing records as directed.
6. Maintains accounting records for the various VHS entities and affiliates and prepares monthly/quarterly/yearly financial reports.
7. Assists all aspects of audit fieldwork; compiles working papers and other fieldwork information as required, responds to audit questions and requests, and performs assigned duties for interim and year-end audits.
8. Coordinates and participates in special projects as assigned by performing duties such as compiling data for cash flow projections and subsequent analyses.
9. Responsible for all provincial and federal government financial reporting, preparing and submitting the CRA Charity Information Returns (T3010, T1235, T1236), GST Rebates (annual), WCB Remittances (Qtrly), etc.
10. Provides HR support for VHS non-contract employees to VHS Leadership Team and Executive as requested. Liaises with Island Health Human Resources, Timekeeping and Payroll departments for new hires, terminations and any other changes to non-contract employee payroll information.
11. Performs other related duties as assigned.

JOB QUALIFICATIONS:

A. Education, Training and Experience

Graduation from a recognized accounting program and/or University degree in Commerce, Health Administration, or related discipline, CPA designation preferred.

Three years recent related experience in financial control in a computerized accounting environment, or an equivalent combination of education, training and experience. Island Health or large Not for Profit organization knowledge and experience an asset.

B. Skills and Abilities

Effective interpersonal, verbal and written communication skills. Ability to organize work to address competing priorities. Ability to coordinate and supervise clerical staff. Proficient with the Microsoft Office suite of products, competence dealing with IM/IT hardware, software and related information security, facilities, human resources, and willingness to take on other duties as required.