

# VICTORIA HOSPICE

*Respect Compassion Integrity Commitment Collaboration Excellence*

Our mission at Victoria Hospice Society is to improve the quality of life for people dealing with life-limiting illness, death, and bereavement. We are considered a leader in developing information, tools, and resources to assist in the provision of expert palliative care and have emerged as an international expert in palliative and symptom management.

We have a rare opportunity for an **Accountant** to join our Finance and Corporate Services team. Do you want to work in a friendly, collaborative environment with like-minded people where you can learn and continue to grow personally and professionally? Do our core values of respect, compassion, integrity, commitment, collaboration, and excellence resonate with you? If this fits your values and career aspirations, come and join our team of people who want to make a difference! All that we do is with people like you!

### **Why work for Victoria Hospice Society?**

- We offer competitive compensation and benefit plans and a defined benefit pension plan.
- We value our employees and respect the need for work/life balance.
- We invest in you and your professional development.
- We celebrate our clients and each other.
- *And much more!!*

### **About the Position**

Reporting to the Director of Finance and Corporate Services, the Accountant is responsible for the accounting activities of the Victoria Hospice Society, which include operating capital, investment, fund accounting and inter-company transactions.

The Accountant ensures best accounting practices and efficiencies by developing, recommending, and implementing new methods and procedures; performs complex reconciliations of the general ledger and other designated ledgers and records; and carries out general accounting functions according to the standards and procedures of the department. The Accountant also researches, analyzes and prepares related reports and participates in special projects as assigned.

### **Responsibilities include**

- Perform financial and statistical analyses on VHS financial and statistical data utilizing personal and client/server computers, relevant specialized software, calculators and other related equipment. Identify variances or discrepancies, initiate corrective action to resolve problems and compile standardized and ad hoc financial reports.
- Perform complex reconciliations of investment ledgers, general ledger and other designated ledgers and accounts such as bank, trust, donation, and other records and accounts. Resolve problems and discrepancies independently and take corrective action.
- Review and prepare journal entries and reconciliation work and resolve problems and discrepancies.
- Assist with developing, implementing, and administering accounting methods and procedures, such as financial control procedures, by developing, recommending and, upon approval, implementing new procedures and service standards. Perform internal control reviews by checking and testing records as directed.

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- Assist with all aspects of audit fieldwork; compile working papers and other fieldwork information as required; respond to audit questions and requests; and perform assigned duties for interim and year-end audits.
- Coordinate and participate in special projects as assigned by performing duties such as compiling data for cash flow projections and subsequent analyses.
- 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 (quarterly), etc.
- Provide HR support for VHS non-contract employees to VHS Leadership Team and Executive as requested. Liaise with Island Health Human Resources, Timekeeping and Payroll departments for new hires, terminations, and any other changes to non-contract employee payroll information.
- Support Accounts Payable function as needed, including processing invoices and facilitating payment.
- Manage and oversee VHS's IT hardware and software inventory and security.

## **Our ideal candidate**

- A great team player.
- Highly motivated with a desire to support a non-profit organization.
- Friendly, outgoing and has excellent communication skills.
- An enthusiastic learner with initiative and drive who strives for excellence.

## **Skills and abilities**

- Strong critical thinking, analytical and problem-solving abilities.
- Great communication and relationship-building skills.
- Adaptable; able to organize and prioritize multiple tasks while achieving accurate, quality results.
- Proficient with MS Office Suite.
- Competent with technology, including IM/IT hardware, software, and related information security.

## **Education, Training and Experience**

- Graduation from a recognized accounting program or university degree in Commerce or related discipline.
- Holds, is enrolled in, or planning to pursue a CPA designation.
- Three years recent related experience in financial control in a computerized accounting environment or an equivalent combination of education, training, and experience.
- Knowledge and experience in human resources administration an asset.
- Experience with facilities maintenance and security and asset.
- Not-for-profit organization knowledge and experience an asset.

This is a permanent full-time position. Some evening or weekend hours may be required.

The salary range is \$65,000 to 80,000 annually plus benefits, 4 weeks annual vacation, paid statutory holidays and participation in a defined benefit pension plan.

This position may be eligible for hybrid work.

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**Application process:** Please submit your resume and cover letter to [careers@VictoriaHospice.org](mailto:careers@VictoriaHospice.org). This posting will be open until the position is filled.

This position is covered by the Provincial Health Officer's mandatory COVID-19 vaccination order. As part of our commitment to the health and safety of our community, we require all employees to be fully vaccinated against COVID-19.

Victoria Hospice Society is committed to reflecting the communities we serve. We strive to ensure we are inclusive of Indigenous peoples, immigrants, racialized groups, persons with disabilities and the 2SLGBTQIA+ community.