VICTORIA HOSPICE

Respect Compassion Integrity Commitment Collaboration Excellence

Accountant

Full-Time (37.5 hours/week) Victoria, BC

Victoria Hospice is a community-supported, not-for-profit organization dedicated to enhancing quality of life for people facing life-limiting illness, death, and bereavement through compassionate care, education, research, and advocacy. We are seeking a skilled and detail-oriented **Accountant** to join our Finance & Coroporate Services team and contribute to the financial stewardship that supports our mission.

About the Role

Reporting to the Director of Finance & Coprorate Services, the Accountant is responsible for a broad range of accounting functions supporting both the Victoria Hospice Society and the Victoria Hospice and Palliative Care Foundation. This role manages operating, capital, investment, fund accounting, and inter-company transactions while helping ensure the integrity, accuracy, and effectiveness of financial reporting and controls.

The successful candidate will play a key role in financial reporting, budgeting, audit preparation, financial processing, regulatory compliance, and continuous improvement of accounting processes.

What you'll do

Financial Reporting & Analysis

- Perform complex reconciliations of general ledger, investment accounts, bank accounts, and restricted funds.
- Prepare journal entries and resolve accounting discrepancies.
- Prepare interim financial statements, departmental reports, and cash position reporting.
- Analyze financial information and prepare variance analyses and ad hoc reports.
- Manage the chart of accounts and financial reporting templates within Blackbaud FinancialEdge.
- Prepare and submit regulatory filings, including CRA charity returns, GST rebates, and BC Society reporting requirements

Budgeting & Forecasting

- Support the annual budgeting and forecasting process.
- Prepare budget templates and participate in planning discussions with department leaders.
- Upload approved budgets into the financial reporting system.
- Generate and distribute budget-to-actual reports and highlight significant variances.

Audit & Compliance

- Assist with annual audit preparation and fieldwork.
- Compile working papers and supporting documentation.
- Respond to auditor inquiries and information requests.

Financial Operations

- Manage accounts payable and accounts receivable processes.
- Reconcile banking activity and prepare bank reconciliations for multiple accounts.
- Monitor cash balances and facilitate fund transfers to optimize returns.
- Process employee credit card reconciliations.
- Support resolution of non-routine accounting matters.

Process Improvement

- Contribute to the development and enhancement of financial controls, procedures, and service standards.
- Participate in internal control reviews and special projects.

What You Bring

Qualifications

- Graduation from a recognized accounting program, university degree in Business Administration, or a related discipline.
- CPA designation completed, in progress, or intent to pursue CPA designation.
- Minimum three years of recent accounting experience in a computerized financial environment, or an equivalent combination of education, training, and experience.
- Experience in a not-for-profit environment is considered an asset.

Skills & Abilities

- Strong understanding of accounting principles and financial controls.
- Excellent analytical, problem-solving, and reconciliation skills.
- Ability to communicate financial information clearly to non-financial audiences.
- Strong organizational skills with the ability to manage multiple priorities.
- High level of accountability and attention to detail.
- Proficiency with Microsoft Office and financial software; experience with Blackbaud FinancialEdge is an asset.
- Commitment to collaboration, continuous improvement, and service excellence

Why Join Victoria Hospice?

At Victoria Hospice, our work is guided by the values of **Respect, Compassion, Integrity, Commitment, Collaboration, and Excellence**. You will join a dedicated team that makes a meaningful difference in the lives of patients, families, and our community every day.

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Additional Details:

This is an excluded, permanent, full-time position of 37.5 hours per week (1.0 FTE) Monday to Friday

This is a role where working onsite during the probationary period is required. Hybrid model may be considered after probation

The (2025) salary range is $71,062 – $88,828 with 4 weeks annual vacation, an employer funded extended health and benefit plan, as well as a defined benefit pension plan

Application process: Please submit a cover letter with your resume to Careers@victoriahospice.org

This position closes November 16, 2026 at 12:00 pm