



ACCOUNTANT

Position summary

The Accountant supports the finance function through monitoring the organization's current and future cash position, ensuring control over financial assets and other accounting activities. Reporting to the Financial Analyst, and working in collaboration with various groups within the organization, the Accountant is responsible for overseeing the successful completion of the company's significant day to day banking transactions, confirming cash records are accurate, and completing general accounting, budgeting and payroll support along with ad-hoc project work as available.

In this role, the Accountant is responsible to:

- Balance and safeguard the organization's daily cash position
- Manage daily and monthly banking within the MFA's standards
- Provide month-end and year-end financial, statistical, and analytical reports and reconciliations
- Maintain accurate and up-to-date accounts payable records
- Reconcile the Debt Reserve Fund on a monthly basis
- Administer payroll and benefits for the organization
- Support the annual and quarterly budgeting processes
- Process tax submissions
- Assist the Finance team with a variety of tasks as required

Required attributes, skills & experience:

- Bachelor's degree in Commerce, Business Administration or a related discipline and a minimum of three years of hands-on accounting experience
- Enrollment in the CPA program
- Exceptional attention to detail and drive for accuracy
- Excellent communication and interpersonal skills, with the desire to work collaboratively
- Ability to educate through interaction, respectfully supporting others with understanding the requirements for the Finance team's work
- Demonstrated resourcefulness and initiative, taking responsibility to learn independently and bring solutions forward when issues are identified
- Advanced skills in Microsoft Excel

At the Municipal Finance Authority of BC, team members work a 7.5-hr workday / 37.5-hr work week; some work on statutory holidays will be required at times to meet project deadlines.

To apply, please visit: <https://engagedhr.prevueaps.com/jobs/130304.html>