



Employment Opportunity

Management Accountant

Administration - Vancouver

Regular Full-Time (35 hours/week) (Grid 23)

PCRS is a long-standing, award-winning not-for-profit that serves the most vulnerable people in the Province of B.C. We believe that helping the most marginalized individuals and families will raise the health and well-being of the communities we serve. Our vision is to see everyone thriving in strong, healthy communities, and our mission is to inspire healthy and inclusive communities through leadership and collaboration. We value advocacy, diversity and inclusion, empowerment, service excellence, stewardship, and well-being. We have been recognized for placing a high value on work-life balance. Our Employee Family Assistance Program has a full preventative health program including nutrition awareness, stress reduction, and tools to assist our staff with maintaining a work-life balance. We take care of our people who take care of the people we serve.

The ideal candidate is a business management accounting professional who has a strong understanding of interrelated business processes, developing and improving systems and tools. Is self-motivated, creative, and can work independently within a highly relational context. Would enjoy a dynamic mix of regular duties and project-based work.

Position Summary:

This is a new position that will require a dedicated professional willing to flex their accounting and business management muscles in a multitude of areas to assist a value-driven organization in the maintenance of financial health and development of new systems and procedures to enhance our ability to deliver high quality, accountable services to our community.

This position directly supports the work of the Director of Finance and Administration, including Finance, Facilities, I.T., and Evaluation and Quality Improvement. This position will assist the Director in various areas of financial and business process management and development. Their work includes managing transitions, preparing financial analysis and reports, closing duties, preparing budgets, internal audit and review tasks and other duties assigned by the Director.

This position will also assist the Director of Finance and Administration in creating and implementing systems, policies and procedures to help enhance financial and business processes and other projects as necessary.

Primary Duties:

- Provides support to Director of Finance and Administration and the departments that come under the supervision of Director including Finance, Facilities, Information Technology, and Evaluation and Quality Improvement
- Account analysis and reconciliations
- Assist the Director in annual audits

Head Office

2780 East Broadway, Vancouver BC V5M 1Y8
604.412.7950 info@pcrs.ca

Fraser Regional Office

10453 Whalley Blvd., Surrey BC V3T 5B1
604.951.4821



- Responsible for consistent implementation of procedures
- Assist in preparing, reviewing, and distributing financial reports and account budgets for accuracy and completion
- Assist with financial and budgeting procedures and techniques and recommend changes
- Deliver financial information to other departments and operations areas of the Agency
- Check accounts and work with other departments and operations areas of the Agency
- Audit accounts and operational records to confirm the accuracy of the information and analyze supporting documents to establish the completion with contracts, agreements and other applicable standards or obligations
- Research, compile and analyze data from different sources
- Perform independent research, create, and summarize special projects assigned by the Director of Finance
- Organize and attend committee meetings

Academic and Job Experience Required:

- Bachelor's degree in accounting or business management with a preference for Chartered Professional Accountant (CPA) Designation, those in final stages of designation may be considered.
- 3-4 years of related work experience
- Experience with Microsoft Office 365 Suite, experience with more advanced features of SharePoint, Forms, Lists, Power Automate or Power B.I., an asset.
- Extensive knowledge of M.S. Excel required
- Professional experience with budget and finance management
- Advanced technical skills to operate accounting and financial programs, spreadsheets, emails etc.
- Knowledge of operating business processes, accounting standards, office management
- Familiarity with the not-for-profit sector is an asset

Basic Requirements:

- Criminal record check including the vulnerable sector
- Fully vaccinated against COVID-19

IMMEDIATE SUPERVISOR:

Steven Atkinson, CPA, MBA, Director of Finance and Administration

Salary Range: \$34.61/hour – \$38.45/hour, Plus benefit package (100% employer-paid)

Closing Date: Open until filled

Apply at: <https://pcrs-external.scouterecruit.net/jobs/PCRS269>

Offer of employment is conditional upon the applicant providing us with proof of being fully vaccinated against COVID-19

"PCRS fosters an environment that ensures a sense of belonging, dignity, and respect. We welcome applications from persons with diverse backgrounds and all abilities."

Head Office

2780 East Broadway, Vancouver BC V5M 1Y8
604.412.7950 info@pcrs.ca

Fraser Regional Office

10453 Whalley Blvd., Surrey BC V3T 5B1
604.951.4821