



Internal/External Employment Opportunity

POSITION: Accounting Manager – Accounts Receivable

DEPARTMENT: Finance & Administration

LOCATION: 5575 Boundary Road, Vancouver, BC

WHY YOU SHOULD APPLY TO WORK AT MOSAIC:

At [MOSAIC](#), we take pride in providing a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada](#) (100-999 employees), the [2020 list of Best Workplaces Managed by Women](#) and [2021 List of Best Workplaces™ in Canada](#) (100-999 employees) by the Great Place to Work® Institute. We are one of Canada's largest settlement organizations with 45 years of experience engaging 350+ staff and more than 400 volunteers. Our employees benefit from incorporating many diverse perspectives and taking part in a variety of training opportunities. Come join a vibrant organization that makes a difference in people's lives!

THE POSITION:

MOSAIC is seeking an experienced, adaptable, results oriented accounting manager with a thorough understanding of accounting principles and excellent organizational and multi-tasking skills to manage accounts receivables functions, bank reconciliation, work closely with managers in development of budgets and financial reporting for new and existing programs.

If you are a talented accountant who likes to roll up your sleeves, apply your critical thinking and is looking to make a meaningful impact in a non-profit organization, you belong with us.

AREAS OF RESPONSIBILITY INCLUDE:

- Oversee cash receipts and receivable activities, including processing of invoices and receipts, adjustments/disputes, and collections
- Process all month end activities related to the Accounts Receivables functions
- Develop program budget and cash flow with program management
- Prepare reports for assigned programs for funders
- Reconcile bank accounts and prepare journal entries as appropriate
- Hire, train, supervise and assist the accounting & operations clerks
- Review donation tax receipts and reconcile them to G/L
- Identify and implement areas for process improvement and increased efficiencies
- Assist with account reconciliation and year-end working papers

QUALIFICATIONS:

- Minimum five years of related accounting experience, including cash, receivables, payables, account reconciliations, budgeting, journal entries, and preparation of audit schedules
- Formal training in a recognized accounting program or equivalent experience
- Experience in accounting for programs and working with program management in a multi-department environment.
- Experience in meeting funder (or similar) requirements with respect to budgeting, reporting, and monitoring financial aspects of programs
- Minimum three years supervisory experience
- Proficient in relevant computer software, including: Sage (or similar) general ledger, bank, accounts receivable, accounts payable modules, and MS Excel
- Excellent verbal and written communication skills with strong interpersonal skills
- Critical thinking and thoughtful questioning
- Effective organizational abilities, attention to detail, sound judgment and initiative, ability to multitask and tactful patient approach
- Experience working in a non-profit and multicultural environment is an asset

HOURS: This is a Full-Time position starting as soon as possible

STARTING SALARY: Commensurate with experience

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week

RESUMES TO: Please submit a cover letter and resume in PDF/Word format via email to F&A Hiring Team at ops@mosaicbc.org

Please use: "Your Name – Accounting Manager A/R" in the subject line

No telephone calls please

DEADLINE: May 20, 2022 at 5 p.m. or until position is filled

NOTES: Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

Posting Date: April 29, 2022





MOSAIC is committed to promoting equal employment opportunities for all members of the community