



## Job Posting

[Watch the ASL version here.](#)

**Title:** Senior Accountant  
**Location:** Vancouver, BC (Mount Pleasant Office)  
**Position Status:** Full-time, 35 hours per week  
**Reports to:** Interim Controller

### **ABOUT THE OPPORTUNITY**

#### **Position Summary:**

The Senior Accountant will be responsible for full cycle accounting including Accounts Receivable, Accounts Payable, month end, and sales tax submissions. They will focus on utilization of technology to automate processes and workflows.

#### **Work Performed**

##### **Account payable and credit cards**

- Reconcile product vendor statements, invoices and credits to sales and inventory systems. Obtain approval for discrepancies for department manager. Follow up outstanding credits due and invoice errors with vendors.
- Reconcile Expensify transactions to Visa Statements. Review accuracy of expense coding and sales tax allocation. Import transactions into accounting system.
- Record monthly recurring payments in the general ledger.
- Ensure all A/P and accrual transactions are complete, accurate and posted on a timely basis.
- Coordinate weekly cheque runs and file transfers.
- Intervene and act as escalation point for supplier payment issues.

##### **Accounts Receivable**

- Download deposit transactions from the bank and reconcile to cash receipts spreadsheet. Manage recording of auto deposits, E- transfers and remote deposit capture.
- Ensure all deposits and EFT are recorded in the accounting and the sales system.
- Download payment card transactions (Moneris and Shopify), post (import) to sub ledgers.
- Handle collections and aged receivables.

##### **Revenue and inventory accounting.**

- Ensure that inventory accounting records are accurate and complete. Record inventory purchase, sales and returns in the accounting system.
- Download transactions from the sales systems. Reconcile differences between the sales systems (Blueprint, Shopify, Boostlingo) and the accounting system and post(import) adjustments as required.

##### **Grants and program accounting**

- Record receipt of donations, grants and program funding in general ledger.
- Accrue amounts due from funding programs and amortize funding revenue of the program period.
- Oversee accounting for disbursement of designated donations.
- Prepare analysis of program costs as requested.

##### **Accounting and Analysis**

- Maintain and reconcile balance sheet accounts and post transactions to the general ledger as needed. Review entries for reasonableness, investigate discrepancies and correct as required.

- Reconcile bank, payment card and shopping cart accounts and follow up outstanding transactions.
- Reconcile vendor loyalty rewards earned to vendor statement and book adjustments.
- Calculate and record investment activity including income, market value adjustments and purchases/sale.
- Update prepaid and fixed assets schedules for purchases and amortization.
- Reconcile and prepare GST and PST remittance.
- Prepare and analyze departmental financial statements, identify trends and gaps, and research variances which may result from accounting errors or missing transactions.
- Respond to queries from leadership team.

#### **Other**

- Prepare working papers and schedules at year-end for external auditors. Providing information on processes as well as data, and responding to their queries as required.
- Assist in the preparation of forecasts/budgets and perform variance analyses.
- Supporting AP and AR team members by responding to queries.
- Performing other accounting & finance responsibilities as needed.

### **ABOUT YOU, THE CANDIDATE**

#### **Qualifications:**

- Relevant Bachelor's degree and CPA designation, or equivalent combination of experience and education
- Three (3) to five (5) years accounting and finance work experience
- Not for profit knowledge is an asset but not required.
- Wavefront is a bilingual environment (ASL/English), *fluency in American Sign Language (ASL) an asset for this position*

#### **Skills & Knowledge:**

- Proficient with Excel and Word; Experience with Quickbooks or Sage is an asset. Experience with Shopify, Moneris, Boost Lingo, Expensify and Blueprint is preferred.
- Strong interpersonal and communication skills; experience in effectively communicating key data, Able to communicate effectively with a range of people including: Deaf, DeafBlind and Hard of Hearing individuals.
- Demonstrated sensitivity to working in a culturally diverse environment
- Keen analytic, organization and problem-solving skills which allows critical thinking versus. simple reporting
- Strong financial analysis and full-cycle accounting skills.
- Able to work as part of a team and independently with minimum supervision. Ability to show initiative, take responsibility, and be a self-starter.
- Organized with excellent attention to detail. A demonstrated ability to organize work, set priorities, meet deadlines, provide follow-up and work under the pressure of time constraints, changing demands and dealing with interruptions.

### **ABOUT WAVEFRONT CENTRE FOR COMMUNICATION ACCESSIBILITY**

Established in 1956 and trusted for over 66 years, Wavefront Centre for Communication Accessibility is a BC based, charitable not-for-profit organization operating as a social enterprise. Wavefront Centre delivers innovative services in Audiology and Communication Devices, Counselling, Seniors Outreach, and Accessible Communication Services that assist people who are Deaf, DeafBlind and Hard of Hearing achieve full communication accessibility.

#### **Hours of work:**

This role offers 35 hours of work per week. Schedule to be determined with the successful candidate, flexibility required.

What we offer:

- Comprehensive benefits package (extended health + dental)
- Pension plan after 12 months
- Generous time off entitlement (Statutory holidays, vacation entitlement, sick + personal time)

**Workplace safety:**

In order to do all we can to ensure the safety of our staff and clients, Wavefront Centre for Communication Accessibility requires that everyone working within our organization be fully vaccinated (COVID-19) unless they have an exemption for accommodation pursuant to the BC Human Rights Code. Proof of vaccination status will be required.

**Commitment to Equity, Diversity & Inclusion:**

Wavefront Centre is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Wavefront Centre for Communication Accessibility will provide accommodation, accessible formats and communication supports for interviews upon request.

**CLOSING DETAILS**

Email cover letter and resume to: [careers@wavefrontcentre.ca](mailto:careers@wavefrontcentre.ca)

- Email your cover letter and resume as a PDF, as one document, along with a list of references and include the job title in the email subject field.
- Only short-listed candidates will be contacted for this role.

**Application Deadline:** The position will be filled as soon as a suitable candidate is found.