WAVEFRONT CENTRE FOR COMMUNICATION ACCESSIBILITY

HEAD OFFICE
2005 Quebec Street
Vancouver, BC
V5T 2Z6

Phone 604-736-7391
TTY 604-736-2527
Fax 604-736-4381
wavefrontcentre.ca

Title: Accountant
Location: Vancouver (2005 Quebec Street)
Position Status: Full-Time, 35 hours per week
Reports to: Director, Finance & IT

Lead Sales That Improve Communication Access and Strengthen Community

Wavefront Centre for Communication Accessibility is a non-profit and national leader in advancing communication access for Deaf, DeafBlind, and Hard of Hearing communities. Since 1956, we've combined service delivery with social purpose ensuring that every program we run, every barrier we remove, and every partnership we build strengthens accessibility across Canada.

This role reports directly to the Director of Finance and is responsible for the core accounting functions that keep the organization's books accurate, timely, and audit-ready including month-end close, general ledger management, reconciliations, and financial reporting, with financial reporting accuracy being essential to measuring performance against budget. The role also contributes to aspects of the budgeting process. The ideal candidate is detail-oriented, comfortable working independently in a lean finance team, has experience with nonprofit or fund accounting, and is comfortable using AI tools to work more efficiently.

Key Responsibilities

Month-End Close & General Ledger

- Assist with the month-end and year-end close process, including journal entries, accruals, prepaids, and amortization schedules
- Maintain and reconcile the general ledger across all departments and funding sources
- Prepare and review account reconciliations (bank, credit card, investment, intercompany)
- Ensure timely, accurate close in accordance with the organization's reporting calendar

Financial Reporting

- Help assist with monthly financial statements and departmental variance reports
- Assist with year-end review engagement, working papers, and liaise with external auditors

Accounts Payable / Receivable Oversight

- Review and approve AP transactions, ensuring proper coding and funding sources
- Oversee AR processes, including sublease and program billing
- Manage vendor and contractor payment compliance, including T4A obligations

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Grant & Fund Accounting

- Track and report on restricted and government-funded programs and grants
- Help assist grant reconciliations and support claim submissions

Payroll & Compliance Support

- Support payroll processing and reconciliation (Dayforce), including remittances and statutory compliance
- Assist with PST/GST compliance and other tax filings
- Support corporate card review and expense compliance processes

Process & Systems

- Maintain and improve accounting procedures and internal controls within QuickBooks
- Support financial analysis, including departmental cost allocation and profitability reports
- Identify opportunities to streamline and automate recurring accounting processes

Qualifications and Experience

- CPA designation (or actively pursuing) preferred; equivalent experience considered
- 4+ years of progressive accounting experience including for nonprofit, charity, or funds
- Strong working knowledge of QuickBooks (Desktop or Online) and payroll systems
- Solid understanding of Canadian nonprofit accounting standards (ASNPO) and CRA compliance requirements for registered charities
- Advanced Excel skills; comfort working with departmental/segmented financial data
- High degree of accuracy, organization, and ability to manage work independently
- Strong communication skills, with the ability to explain financial information to non-finance staff and leadership
- Working knowledge of AI tools (e.g., Claude, Copilot, or similar) applied to accounting workflows, and a willingness to keep learning new tools to improve efficiency.
- Wavefront is a bilingual environment (ASL/English), fluency in American Sign Language (ASL), or willingness to learn, is required for this position

Compensation & Benefits

Salary Range: $65,000 - $80,000.

We offer a comprehensive benefits package including extended health and dental coverage, a pension plan, paid time off, professional development support, and a mission-driven environment where your work creates lasting community impact.

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Commitment to Equity, Diversity, and Inclusion

At Wavefront Centre, we believe accessibility begins with equity. We are an equal opportunity employer committed to building an inclusive, diverse, and supportive workplace. Accommodations and accessible formats for interviews are available upon request.

How To Apply

Please email your cover letter, resume, and references to careers@wavefrontcentre.ca. Please include the job title in the subject line of your email. Only short-listed candidates will be contacted.