



## The Minerva Foundation for BC Women

### Career Opportunity

#### Accountant/Bookkeeper

#### **JOB FUNCTION**

This position is responsible for the effective and efficient financial administration of the foundation including record keeping, financial statements preparation, budgeting, forecasting and cash flow management to ensure that all accounting, reporting and financial systems are properly structured and multiple priorities from various internal and external stakeholders are met. This position will also provide project management accounting support to managers for various projects and programs.

#### **REPORTS TO:**

Chief Executive Officer and works in cooperation and communication with all Minerva Foundation employees, contractors, key volunteers and Members of the Board, including the Chair and members of the Finance Committee.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Financial Management**

- Examine and analyze journal and general ledgers including accrual, adjusting and recurring transactions, bank statements, expenditures, and other accounting and financial records to ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls
- Manage accounts payable, accounts receivable, payroll, statutory remittances, reconcile multiple bank accounts, donations
- Review and ensure accuracy of account reconciliations in Balance Sheet and Income Statement accounts
- Prepare charitable tax returns and other tax filings. Liaise with CRA on all related tax matters (payroll, GST/PST, charitable returns)
- Prepare quarterly financial statements and other ad-hoc financial reports. Prepare Profit and Loss reports for all Minerva programs and events and quarterly financial reporting for government agency
- Report and analyze the variances of financial statements and budgets compared to actual to the CEO and the Finance Committee
- Manage and prepare financial forecast and annual operating budget. Monitor the process of expenditures
- Prepare year-end working papers for external auditors and funding agencies including preparing all financial statements and notes, responding to inquiries from auditors
- Ensure compliance with current accounting standards for no-for-profit organizations (perform related research on complex accounting and tax matters)
- Establish and maintain appropriate internal control safeguards (safeguarding of assets, petty cash, expense reimbursement)
- Monitor and advise on risk management across the foundation
- Maintain and continuously improve finance, accounting, and auditing procedures.

##### **Payroll and HR Administration**

- Perform the functions of payroll and benefits enrollments and administration including benefits, payroll and on-boarding and exiting of employees and contractors
- Answer employees' questions on benefits enrollments
- Manage payroll budgeting process and conduct an allocation of salary expenses to the Minerva's programs and events
- Ensure the reconciliations of payroll accounts
- Review T4, prepare and file T4A forms

### **Record Keeping**

- Process vendor invoices, accounts receivable, post journal entries and reconcile accounts
- Process payroll for staff using Ceridian Payroll Services
- Track Endowment funds, Investments and Financial Instruments

### **Program and Event Support**

- Work directly with Program Managers and Directors to prepare annual operating budget, variance analysis reporting, provide assistance on day-to-day matters
- Support managers in measuring, monitoring and reporting the financial performance of projects and programs incorporating a variety of accounting and project management skills
- Determine timing of revenue/expense recognition based on nature of each individual program or event. Ensure compliance with current accounting policies and procedures
- Control and monitor the process of expenditures under each program/event
- Manage raffle sales. Prepare and file reports to government agencies

### **SKILLS AND QUALIFICATIONS**

- Accounting designation or working towards an accounting designation an asset
- Post-secondary degree or diploma in Accounting, Finance or Business
- Minimum of 5 years related experience in a variety of industries
- Knowledge and experience with GAAP and regulations governing non-profit accounting
- Computer proficiency, including QuickBooks, Excel, Word and standard Office programs
- High degree of accuracy and attention to detail in all areas of work.
- Ability to work effectively with all levels of staff and build strong internal relationships
- Good organizational skills, time management and prioritizing skills
- Effective communication skills with individuals at all levels of the organization

### **TERMS**

- This is a permanent part-time position – 3 days/week (22.5 hours)
- Working hours between 8:30am – 4:30pm. Schedule to be jointly determined based on business needs and incumbent's preferences

Please send of your resume and cover letter to [admin@theminervafoundation.com](mailto:admin@theminervafoundation.com) by **June 23, 2014**. For more information about the Minerva Foundation of BC, please visit [www.theminervafoundation.com](http://www.theminervafoundation.com).