



## Full-Time Accountant

This position is responsible for payroll, assisting with HR functions, preparing electronic fund transfers for related and non-related parties, and full cycle accounting for the GL while working closely with the finance officer and payables clerk.

### Key Responsibilities

- Prepare semi-monthly payroll for salaried and hourly employees with Payworks
- Respond to internal and external information requests regarding payroll related matters
- Prepare annual reporting for contractors and other T4A recipients
- Reconcile and remit pension, health plan premiums and other deductions
- Assist finance officer with HR matters including documentation for hiring, reviews etc.
- Post sub ledger batches to GL
- Reconcile all bank accounts and other necessary accounts
- Prepare journal entries and complete month end
- Assist with internal financial reporting package for Finance Committee
- Review coding and input of account payable transactions and function as back-up to that role for vacation coverage
- Provide support to finance officer for preparing working papers for annual review, reconciliations, and variance analysis as required

### Required Skills/Knowledge

- At least five years of proven experience in full cycle accounting (AP/AR/GL)
- Proficient with Excel, Word, and Office 365
- Experience with Adagio Accounting, QuickBooks, or comparable software
- Experience with Payworks or similar payroll program
- Knowledge of payroll legislation including WorkSafe BC, EHT and federal remittances
- Knowledge of pension and benefit plan administration is preferred
- Flexible and adaptable and knows how to prioritize workload
- Friendly attitude, with strong interpersonal and communication skills
- Experience in non-profit environment is an asset
- Police Information Check

### About Us

The Anglican Diocese of British Columbia has 46 worshipping communities on Vancouver Island, Gulf Islands and Kingcome Inlet. Located in downtown Victoria, the synod office provides parish support services including, but not limited to payroll services to our parishes, administers an electronic giving program and manages various trust funds.

### Benefits and remuneration

- Attractive compensation package
- Medical/dental benefits/life insurance
- Pension plan

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