



Central Coast

REGIONAL DISTRICT

Title: Accountant
Status: Regular (part-time), Permanent
Rate: \$36.00 to \$42.00 (28 hours per week)
Reports to: Chief Financial Officer
Date: April 21, 2023

Position Summary:

The Central Coast Regional District (CCRD) is seeking a part time Accountant. Reporting to the Chief Financial Officer, this position is responsible for all general ledger accounts/activities including training of staff in the finance department. This individual will perform a wide range of duties ranging from statutory financial reporting, financial year-end processes, month end processes, report preparation, to assisting with the development and implementation of accounting, financial and budgeting procedures, and policies.

The Accountant will support the accurate and timely operation of the finance and accounting function by performing a variety of day-to-day and period-end accounting tasks that ensure accurate, timely, relevant and reliable financial information and reporting.

Key Job Duties & Responsibilities:

- Overseeing year-end processes including financial statement preparation, reconciliations, regulatory reporting, cost allocations and assisting external auditors on an annual basis.
- Assisting the Chief Financial Officer with all areas of the budget process on an annual basis.
- Preparing and assisting with grant claims and reporting for various Federal and Provincial funding agencies throughout the year as required.
- Reviewing finance department activities such as payroll, accounts receivable, and accounts payable for accuracy and compliance on a daily basis.
- Perform other finance department duties as assigned by the Chief Financial Officer.
- Supervises the accounts payable/accounts receivable and payroll process.

- Prepares various adjustments and journal entries for various sub ledger systems and responsible for monthly, quarterly, and yearly adjustments to the general ledger.
- Responsible for various general ledger reconciliations, including the bank reconciliation.
- Researches, prepares, and presents reports to the CCRD Board as required.

Knowledge, Skills, and Abilities:

- Ability to deal courteously with staff and the general public.
- Ability to communicate effectively both orally and in writing.
- Good knowledge of accounting methods and procedures.
- Excellent interpersonal and communication skills.
- Proficient with Microsoft Office (Excel, Word, & PowerPoint) in order to prepare concise and professional reports to other staff, the board of directors, and external parties.
- Able to work effectively both independently and as a member of a team.
- Must have strong intrapersonal, communication, and leadership skills.
- Must have the ability to work effectively and accurately under strict timelines to ensure all reporting deadlines are met.

Education and Experience:

- Completion of a bachelor's degree in accounting, Finance, Business Administration, or Public Administration or a related field, or an equivalent amount of education, training, and experience.
- Minimum of two years of experience in a full billing and/or accounting cycle
- Advance level in Excel, Word, and Outlook.
- An Accounting Designation (CPA, CMA, or CA) is an asset.
- Candidates working toward obtaining an accounting designation will be considered.
- Related experience in local government and administration is preferred.
- Demonstrated experience in statutory financial reporting and year-end preparation.
- Experience with regional districts is an asset.

Hours of Work:

Normal hours of work will be Tuesday to Friday, 8:00am to 4:00pm (28 hours per week). With additional hours as assigned.

What the CCRD Offers:

- Competitive Salary.
- Benefits available after a year of part time work or sooner if position moves to full time.

- Remote working arrangement. The applicant can live anywhere in British Columbia. Role might involve occasional travel to our head office in Bella Coola (estimated once per year).
- Professional Development opportunities and training.
- Full time staff are undertaking a 4-day work week trial for 2023.

Please apply for this opportunity by emailing a resume and cover letter to cfo@ccrd.ca by no later than May 19, 2023.

We thank all applicants for their interest and effort in applying for this position. Only those candidates selected for an interview will be contacted.