



Providence Living

Honouring every life story

<u>Posting:</u>	006N23 Non-Contract
<u>Status:</u>	Regular Part Time
<u>Job Title:</u>	Junior Accountant
<u>Effective Date:</u>	TBD
<u>Hours of Work:</u>	0.5 FTE; 37.5 hours bi-weekly
<u>Salary:</u>	\$58,000 - \$65,000

PURPOSE:

Providence Living is a newly created non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support seniors and their family members. We are committed to re-imagining the experience of seniors, especially those living with dementia, and to creating communities and fostering a culture where seniors are empowered to make decisions that affect their quality of life.

Reporting to the Executive Director, Finance and IT, the Junior Accountant provides accounting and business support including resource planning and utilization, and costing and data analysis for daily operations and decisions regarding mergers and acquisitions. Analyzes budget variances and investigates causes, performs complex account reconciliations, and supports period and year-end activities. Participates in assigned projects, coordinating and providing critical data and financial information for business operations.

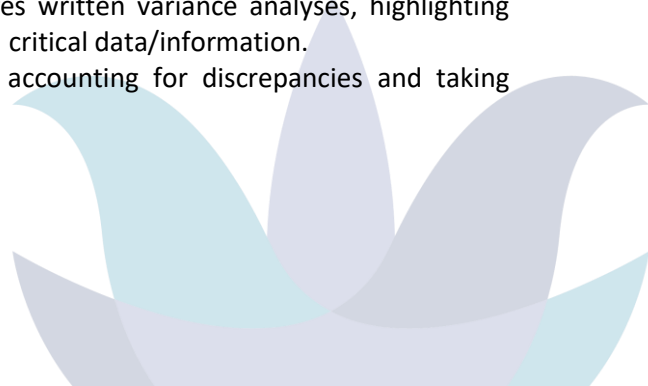
All staff have a part to play in preventing adverse events and in promoting safety for patients and staff by being aware of and adhering to all policies and procedures including promptly reporting any risks or safety concerns relating to patient or staff safety.

Services at Providence Living are guided by our Mission, Vision, Values, and Ethical Framework. All employees are expected to demonstrate respect for the safety and dignity of all residents, staff and volunteers. Every employee makes a vital contribution to our Mission of providing care with compassion, by exemplifying our core values of respect, excellence and compassion in their work and demonstrates Indigenous Cultural Safety, cultural humility and anti-racism principles.

SPECIFIC ACCOUNTABILITIES:

1. Manages confidential information and works collaboratively to support and respond to internal and external financial/business needs such as statistical and/or critical data, resource utilization and planning, analysis, monitoring, forecasting, costing and reporting.
2. Provides related business support and maintains operational planning and project, budget and tracking documents.
3. Analyzes budget variances and investigates causes. Prepares written variance analyses, highlighting resource utilization, expenditure patterns, and statistical and critical data/information.
4. Performs complex account reconciliation, identifying and accounting for discrepancies and taking corrective actions.

**The Views at St. Joseph's
Human Resource Services
T: (778) 736-1250 | HR@providenceliving.ca
2137 Comox Avenue
Comox BC V9M 1P2**



5. Performs period end analysis and review of financial information such as revenue and expense analysis, monitoring deadlines, prioritizing tasks, and diagnosing problems.
6. Prepares cash flow projections, analyses and reports. Recommends timing changes required for maintenance of adequate bank account balances.
7. Prepares entries to the general ledger including journal entries and sub-system interfaces.
8. Provides support in preparing year-end working papers such as payroll and other budget variance explanations.
9. Assists financial report users by responding to enquiries and providing user training as needed.
10. Coordinates and/or carries out assigned projects.
11. Performs other related duties as required.

POSITION SPECIFICATIONS:

Education, Training and Experience

Successful completion of the third year of CPA Professional Education Program (PEP) or third year of a Bachelor of Business Administration (BBA) or Bachelor of Commerce (BCom) in Accounting from a post-secondary institution aligned with CPA PEP and three (3) years' recent related experience or equivalent combination of education, training and experience. Health Care finance experience is preferred.

Skills and Abilities

- Working knowledge of accounting standards for not-for-profit organizations.
- Working knowledge of computerized financial systems and procedures.
- Working knowledge of software programs such as Microsoft Office Suite (Word, Excel and Access).
- Demonstrated ability to maintain cooperative working relationships with all levels of staff and with representatives of external organizations and government agencies.
- Demonstrated ability to organize and prioritize workload to meet deadlines and work under pressure with minimal supervision.
- Demonstrated ability to communicate effectively both orally and in writing.
- Good decision making and problem-solving skills.
- Strong teamwork skills and commitment to the principles of team building.
- Physical ability to perform the duties of the job.

This posting will remain open until successfully filled. Please apply in writing to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through hr@providenceliving.ca

Thank you.

Human Resource Services

DATE: March 14, 2023