



Box 20193, RPO Towne Centre  
Kelowna, BC V1Y 9H2  
Administration: 778-478-7774  
24-hour Line: 250-763-1040  
kelownawomensshelter.ca

## **Accountant**

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter provides a range of services, with a focus on the prevention of intimate partner abuse and support services for women and children, during and following an abuse crisis.

### **Summary**

Adhering to the *Mission Statement*, vision, values, philosophy, and policies of KWS, the Accountant:

- Plays an integral role in the monthly reporting cycle, including approving and preparing journal entries, approving, and preparing reconciliations, and preparing monthly financial results.
- Tracks grant funding and prepares reports for funders.
- Provides oversight on the donation process and ensures accuracy of all charitable donation receipts.
- Supports the Controller in directing and managing the Company's accounting functions, as well as maintaining accounting systems and implementing changes, as required.

### **Duties & Responsibilities**

Reporting to the Financial Controller, the Accountant is responsible to:

- Provides oversight on the month-end full-cycle accounting duties.
- Works closely with the Financial Controller, assists in the development, maintenance, and implementation of financial and operations standards, internal control measures, accounting policies and procedures.
- Prepares monthly and annual financial statements and reports, including analyzing and explaining variances to budget/forecast.
- Provides oversight on the accounting operations, including preparing or reviewing journal entries, payroll, banking, investments, donations, grants, accounts receivable, accounts payable, fixed assets and external reporting and filing.
- Works closely with the Financial Controller, assists in the preparation of the annual budgets and grant budgets for various funders.
- Works closely with the Financial Controller, assists in the establishment and execution of all external audit requirements by completing all accounting processes and procedures.

- Participates and supports special assignments, projects and other duties as required, including new system selection/implementations, process improvement and internal controls documentation and analysis.

### **Qualifications**

- Bachelor's degree in accounting or completion of a diploma program from a recognized post-secondary institution.
- Enrolled in a professional accounting designation (CPA or equivalent).
- Minimum of two (2) years' progressive experience working in a not-for-profit environment.
- Proficient in core software programs including accounting systems (SAGE preferred) and advanced skill levels in MS Excel.
- Experience and/or education in payroll with a thorough understanding of payroll regulations. Experience with union and Municipal Pension Plan is an asset.
- Demonstrated knowledge of accounting concepts and principles including experience with not-for-profit accounting standards and Registered Charity regulations.
- Experience with Caseware is an asset.

### **Skills & Abilities**

- Excellent interpersonal skills combined with strong customer service skills and the ability to work - effectively with diverse personalities.
- Integrity, reliability, and the ability to manage self, and others, with urgency, practicality, and accountability.
- Exceptional organizational, time management and multi-tasking abilities, including the ability to consistently meet deadlines in a fast-paced and dynamic environment.
- Demonstrated problem-solving and critical thinking skills.
- Strong interpersonal skills and verbal and written communication skills.
- Detail focused with a high degree of accuracy.
- Ability to administer good judgment in situations where a decision is required within established policies, directives and/or regulations.
- Ability to assess financial data and choose an approach using general accepted accounting methods and internal procedures.
- Ability to administer good judgement that prevents a negative impact on the organization, the Board and its members.

This is a full-time position, 37.5 hour per week, Monday to Friday offering a competitive salary and benefits package.

If you are interested in applying for this position, please email your resume to [careers@kelownawomensshelter.ca](mailto:careers@kelownawomensshelter.ca) This posting will remain open until the right candidate is found. We thank all those who express interest in this opportunity however only those short-listed will be contacted.