



Position: Finance Officer
Reports to: Director, Finance and Corporate Administration
Contract type: Fixed Term, Part Time (12 month contract, 15-20 hrs per week)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, collaborative and results-driven individual for the position of Finance Officer. We are proudly recognized as one of BC's Top Employers for 2022. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying for the position.

Job Summary

The Finance Officer collaborates and assists with adhoc projects, and supports the Accounting Operations team in the following areas of payables payment, receivables, cash receipts, revenues and the member and firm billing processes. This position also supports the monthly, quarterly and annual financial reporting processes and works collaboratively with the Financial Reporting, Planning and Analysis team, specifically related to department budgets.

Key Responsibilities:

- Supports the Accounting Operations team with member queries and requests regarding revenues, accounts receivable, late penalties and waivers;
- Supports the Accounting Operations team with the review and approval of payments, journal entries, lead sheets and reconciliations for CPABC, Chapters, CPAEF, the Benevolent Fund and CPA Yukon;
- Supports the department during interim and year-end audit;
- Assists with the annual budgeting process;
- Updates and maintains procedure manuals and effective internal controls, and;
- Other duties and responsibilities as may be assigned from time to time.

Key Requirements:

- Post-Secondary qualification in Business, Administration or a related discipline;
- Seven (7) to ten (10) years of related Accounting or equivalent experience required;
- Technical proficiency with Microsoft Great Plans (GP 2018);
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Intermediate proficiency with MS Office, including Word, PowerPoint, Excel and SharePoint;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational and time management skills.

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca. This posting will remain open until filled.

We thank all candidates who respond; however, only those selected for an interview will be contacted.

Why join our team? CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*



About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 38,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a BC Top Employer award for 2020, 2021 and 2022.