

Position: Interim Manager, Accounting Operations
Reports To: Director, Finance and Corporate Administration
Contract Type: Fixed Term, Full Time (12 months)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a results drive, detail oriented individual for the position of Interim Manager, Accounting Operations. We are proud to have been recognized as one of BC's Top Employers for a fourth consecutive year in 2023. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.

Job Summary

Accounting Operations focuses on the complete and accurate processing of all financial transactions, as well as maintaining effective internal controls. This position leads the Accounting Operations team and oversees the payables payment & purchasing processes, receivables, cash receipts, and member and firm billing processes. This position also oversees the month end and yearend closing processes and compilation of results. Collaboration with the Financial Reporting, Planning and Analysis team is required regarding accounting issues, department budgets, forecasts, cash flow, investment management and statutory reporting.

Key Responsibilities:

Accounting Operations Oversight

- Manage all aspects of Accounting Operations, including processes and projects, in an efficient and effective manner, delegating tasks as needed to meet deadlines.
- Conduct ongoing regular one on one meetings and annual performance reviews.
- Promote strong customer service with internal and external stakeholders.
- Lead, coach and mentor team members while working under pressure to meet deadlines.

Member and Firm Dues and non-Dues Billing and Collections

- Oversee the Accounts Receivables team in support of member and firm dues billing, and non-dues billing.
- Liaise with departments and members, as required, with respect to revenues, accounts receivables, late penalties, waivers, and member communications.
- Manage member queries and requests.

Accounts Payable

- Oversee Accounts Payables, ensuring authorizations and expense policies are adhered to;
- Manage weekly payables in a timely manner with oversight of payment terms to ensure compliance

Period-end, Reporting and Statutory Filings

- Coordinate and review monthly journal entries, month end working papers and reconciliations for all CPA entities, including the Chartered Professional Accountants of BC ("CPABC"), the Chartered Professional Accountants' Education Foundation of BC ("CPAEF"), the Benevolent Fund of the Chartered Professional Accountants of BC ("CPABF") and the Chartered Professional Accountants of Yukon ("CPAY").
- Ensure that all monthly and quarterly statutory filings are completed in a timely manner, including annual tax returns, charity returns, and the Society return.
- Coordinate with the external Auditor during interim and yearend audit.
- Lead the accounting operations team through monthly, quarterly and yearend close processes.
- Research technical accounting issues to ensure the organization is compliant at all times with Canadian Accounting Standards for Not-for-Profit Organizations.

Accounting Processes and Accounting System Integrity

- Update and maintain standard operating procedures



- Maintain and manage the accounting system and all accounting-related matters, such as systems access, troubleshooting system issues, staff inquiries and maintenance of standard reports for Finance generated by the iMIS Engagement Management System (EMS).

Budget, Forecast and Cash Management

- Assist with capital asset amortization, the investment income and operational Finance budget.
- Prepare the annual estimate of cash needs for all CPA entities at the beginning of each fiscal year.
- Ongoing management of cash needs for all CPA entities, including daily cash forecasts.
- Liaise with the bank and update signing authorities as necessary for all entities.

And other duties and responsibilities as may be assigned.

Key Requirements:

- Bachelors Degree and a CPA designation required;
- Seven (7) to ten (10) years of progressively senior accounting experience required;
- Previous budgeting and forecasting experience required;
- Refined leadership skills with the ability to influence others to greater outcomes;
- Advanced knowledge of accounting systems, preferably MS Great Plains;
- Proven critical thinking and decision making skills with an analytical mindset and strong attention to detail;
- Effective communication skills, both verbally and written;
- Ability to build strong relationships across all levels of an organization, including stakeholder groups;
- Basic project management acumen would be an asset;

If this job outline describes you, please email your **r sum ** 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 39,000 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 fourth consecutive BC Top Employer award in 2023.