



**Position(s):** Accountant  
**Location:** PICS Surrey Head Office  
**Term:** Full-time, 35 hours a week  
**Wage:** \$27.00 to \$32.00

**Job Summary:** The accountant is responsible for applying accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and ensure appropriate accounting control procedures. General accounting functions including preparing journal entries, maintaining balance sheet schedules, ledgers, and account and bank reconciliations. Monthly closings and account analysis and supporting the controller in carrying out the responsibilities of the accounting department.

**Duties:**

- performs accounts payable and accounts receivable duties;
- compiles and analyzes financial information to prepare financial reports including monthly and annual accounts;
- ensures financial records are maintained in compliance with accepted policies and procedures;
- ensures accurate and timely monthly, quarterly and year-end close processes;
- makes certain all financial reporting deadlines are met;
- performs payroll and benefit administration;
- prepares monthly, quarterly and annual financial reports and cash flow for funding agencies;
- prepares monthly financial management reports;
- prepares journal entries and completes general ledger operations;
- reconciles and maintains balance sheet accounts;
- prepares analysis of accounts as requested;
- assists with yearend closings;
- performs accurate and appropriate recording and analysis of revenues and expenses;
- resolves accounting discrepancies and irregularities;
- assists in preparing budgets and forecasts;
- assists in preparation for annual financial audit and liaison with external auditors; and
- monitors bank accounts and bank reconciliations.

**Knowledge and Experience**

- diploma or undergraduate degree in related field and at least 2 years of experience in full-cycle accounting environment (or suitable combination of education and experience);
- knowledge of generally accepted accounting practices and principles;
- knowledge of practices and terminology of general fund and government accounting;
- experience with general fund accounting and cost accounting would be an asset;
- knowledge and experience of accounting computer applications; and
- experience with preparing reports (BC Housing, Fraser Health) would be an asset.

**Skills and Abilities**

- motivated to learn;
- proven ability to interact with managers, employees, funding source representatives and others encountered in the course of the work;

- demonstrates an attention to detail and accuracy;
- excellent planning and organizing skills;
- strong communication skills;
- able to identify and analyse problems;
- excellent problem-solving skills
- able to cooperate with a team and work independently;
- able to prioritize tasks effectively; and
- reliable and trustworthy with a professional attitude.

**Other Requirements**

- Clean criminal record (vulnerable sector).

**How to Apply:** Please submit cover letter and resume to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use the job title as the email subject.

*(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)*