

**Job Title:** Senior Accountant – 24-month term role

**Department:** Finance

**Reports to:** Manager, Finance

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**Summary**

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Manager, Finance, the Senior Accountant's key role is assisting with accounting activities and operations of the Finance department including the set up of accounting systems, financial and management reporting, technical accounting, and financial analysis. This 24-month term Senior Accountant role will participate in documenting procedures, identifying internal control gaps, and building financial reports.

The ideal candidate possesses solid technical accounting background and works proactively to ensure compliance with current accounting standards.

**Essential Duties & Responsibilities**

- Assist in the implementation of accounting systems.
- Create financial templates as required.
- Assist in documenting and implementing internal control procedures for all accounting functions.
- Review existing, new, and proposed accounting standards; interpret and assess the financial impact on current results.
- Participate in the ongoing development/establishment of accounting policies and procedures.
- Review existing processes and recommend changes for improvement.
- Ensure compliance with regulatory agencies and tax requirements.
- Assist in preparing budget and cash forecast.
- Prepare/review journal entries, prepare/review month end supporting schedules.
- Prepare/review AR/AP invoices and reconciliation.
- Assist with analyzing financial statements and report on variances.
- Prepare management reports including internal monthly financial reports, quarterly reports, fiscal year-end financial statements, statement of financial information, and other ministry or statutory reports.

- Assist with departmental training and provide guidance to Jr. Accountant/Accountant in the Finance team.
- Assist with banking and re-financing activities.
- Assist with other finance related ad hoc activities.

### **Desired Skills & Qualifications**

- Strong knowledge of accounting standards, and application of standards and overall financial statement presentation.
- Proficient in identifying internal controls weakness and recommending improvements.
- Strong quantitative and analytical skills and advanced financial skills.
- Strong demonstrable skills in Excel, Outlook, Word, and accounting systems.
- Experience working with external auditors.
- Self-motivated individual; flexible and adaptable; proactive; self-starter.
- Excellent oral and written communication skills.
- Highly detail oriented.
- Proven ability to work independently and in a team environment.
- Proven ability to collaborate with management on development of projects.
- Demonstrated creative and critical thinking skills.
- Strong organizational skills and a demonstrated ability to prioritize work and meet tight deadlines.
- Sound professional judgment, professionalism, and integrity.

### **Education and Experience**

- Bachelor's degree with a focus in accounting.
- 3 to 5 years of related experience.
- CPA designation.
- Experience working with various ERP systems.
- Experience with implementing a financial system preferred

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to [jobs@bcib.ca](mailto:jobs@bcib.ca)

