

Job Title: Intermediate Accountant
Division: Finance
Reports to: Manager, Finance, Budget Planning & Reporting

Who We Are: A career at BC Infrastructure Benefits (BCIB) is your opportunity to join a team that is committed to creating career-building opportunities in the skilled trades and being leaders in creating respectful jobsites that are free from discrimination and harassment. Together, we are building the diverse and skilled workforce in British Columbia, and supporting the construction industry's needs, now and in the future.

BCIB is the progressive employer on some of British Columbia's largest public infrastructure projects. Joining BCIB is your opportunity to make a large-scale investment in the construction industry workforce. One of the ways BCIB is making that investment is through our Respectful Onsite Initiative (ROI). All employees, including both corporate and skilled trades employees, participate in our ROI training program. ROI is our shared commitment to fostering respect and creating safe and welcoming workplaces.

At BCIB, our commitment to diversity and inclusion is entrenched in our mandate and our values. Province's skilled trades workforce, we value every voice, share every challenge, limitless in our pursuits, and welcome any excuse for a potluck. If you are looking for an exceptional place to work where you can make a positive impact across the province and enjoy a culture of belonging, consider a career with BCIB.

BCIB has been named as one of BC's Top Employers and as one of Canada's Best Diversity Employers.

Find out why:

<https://bcib.ca/news/bcib-named-a-2024-bc-top-employer/>

<https://bcib.ca/news/canadas-best-diversity-employers/>



Job Summary: In this role, you will be reporting to the Manager, Finance, Budget Planning & Reporting. As an Intermediate Accountant, you will assist with the accounting activities and operations of the Finance department including month end process and payroll verification. Participates in documenting procedures and assisting in identifying internal controls over financial reporting.



Essential Duties & Responsibilities:

- Assist with accounting month end and processing GL transactions as required to support financial reporting.
- Assist with revenue and expense analysis.
- Assist in documentation and implementation of internal control procedures.
- Assist in setting up and maintaining the accounting system.
- Verify employees pay data against pay system reports.
- Prepare payroll journal entries/AR Invoices bi-weekly.
- Perform Accounts Payable function if required.
- Prepare reconciliation between payroll and accounting system.
- Prepare weekly bank and monthly balance sheet reconciliations.
- Distribute monthly budget reports and assist with analyzing and reporting on actual and budget variances.
- Support other finance team members as necessary.
- Assist with other ad hoc activities.

Qualifications & Years of Experience:

- Accounting Certificate or Diploma
- Bachelor of Accounting is an asset.
- 3 years of experience in an accounting role within a professional organization.
- 2 years of experience in Accounts Payable and Accounts Receivable experience is an asset.
- Knowledge of basic accounting principles and practices.
- Knowledge of using various accounting systems.
- An equivalent combination of education and experience may be considered.

Preferred Skills:

- Strong attention to detail
- Interpersonal skills
- Strong time management
- Strong written and verbal communication skills
- Proficiency in Excel, Word, Outlook, and Accounting Systems.
- Organizational skills
- Proven ability to work independently and in a team environment.
- Ability to Problem solve.
- Ability to adapt to organizational, process, and system changes.

Supervisory Responsibilities:

- This role has no supervisory responsibilities.

Work Schedule: **Full time:** 37.5 hours per week
Monday – Friday

Hybrid - BCIB currently follows a hybrid schedule where employees work from the BCIB head office a minimum of three days. Based on the needs and demands of the role, more days may be required.

Compensation: The range offered for this position is: \$70,000 -75,000 annually.

Compensation offered within this range is based on factors unique to each candidate, including skills, qualifications, experience and credentials.

What's In It for You:

- Extended **Health & Dental Benefits** – Premiums paid by BCIB.
- Company **Pension Plan**
- Life Insurance
- Employee and Family Assistance Program
- **Wellness Spending** Account
- **Health Care Spending** Account
- Focus on your **development** through **tuition reimbursement, training,** and professional development.
- Maternity/Parental leave top-up
- **4 Week Vacation**
- 10 Sick Days

** We offer additional paid **other leave** days for personal days such as cultural leave, family responsibility leave, and medical/dental appointments.*

Work Environment

Head Office Features:

- Complimentary Fitness Facilities with changing room & showers
- Large open floor and windows with a view
- Business Casual/ dress for your day
- Shared kitchen & lunch area
- Coffee station
- Bike locker
- Near Public Transit
- Near False Creek

Recruitment process:

BCIB staff will review all applications received, but only applicants that demonstrate their suitability for this position by meeting the minimum level of qualifications and experience will be contacted for an interview. A standard interview format will be used including general, scenario and behavioral descriptive interview questions.

Please send your resume and cover letter to jobs@bcib.ca

BCIB is committed to employment equity and building a diverse workforce, representative of the communities we serve throughout the province. We believe our team's diversity is our strength, and encourage all Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. To learn more about BCIB's commitment to diversity, equity and inclusion, please visit our [website](#).

Accommodations are available on request for candidates with disabilities who anticipate needing modifications during the application and interview process. Please email jobs@bcib.ca and we can discuss the matter in confidence.