



## Regional Accounting Officer (West)

**Job Team:** Finance, National Resource Centre

**Deadline:** December 12, 2023

**Location:** Hybrid (work remotely, but live near enough of our camps to occasional go in person as needed)

**Type/Status:** Regular Full-Time

**Salary:** \$35,694 - \$49,384

**Benefits:** Extended Health and Dental, Life, ADD and LTD, RRSP and, upon eligibility, matching RPP.

**Vacation:** 20 days per annum

**Position Overview:** Reporting to the accounting manager at the National Resource Centre as well as the general directors of the camps, the Regional Accounting Officer handles the financial operations of these camp by processing and recording financial transactions, maintaining financial records, and preparing and reviewing budgets and projects.

### Responsibilities:

The responsibilities of this role include but not limited to the following:

#### Accounting

- Manage account payables: process vendor invoices and staff Expense Reports; review, expenses reports and Visa statements to ensure compliance and proper approvals.
- Ensure that invoices and expense reports are being paid on a timely basis.
- Monitor accounts receivable and spearhead collection efforts.
- Monthly monitoring revenue to ensure alignment with budget noting any significant discrepancies to the general camp director, accounting manager and VP of Camps.
- Monthly monitor expenses to ensure the expense are in alignment with budget. Noting any significant discrepancies to the general camp director, accounting manager and VP of Camps.
- Post journal entries; maintain invoice and GL entry records.
- Reconcile revenue in the general ledger (GL) to the records in the camps registration system
- Answer inquiries from the management team, camp staff and vendors.
- Prepare monthly bank reconciliation on a timely basis.
- Active in preparation of regular projections
- Active in annual budget preparations

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- Reconcile and review monthly trial balance.

## Reporting

- Review monthly financials and report any issues to the accounting manager and/or camp directors.
- Prepare documentation that are needed for audit; answer auditors' questions.

## Budgeting

- Assist Camp Directors with budgeting and forecasting.
- Assist Camp Directors to analyze major variance to budget throughout the year.

## Qualifications:

- Personal relationship with Jesus Christ and desire to grow as a follower.
- A post-secondary degree, or equivalent experience, preferably in accounting or general business.
- Minimum three years of work experience
- Experience with Microsoft accounting software and Microsoft Excel would be an asset.
- Experience with Campbrain would be an asset
- A quick learner and a good team player
- Ability to organize and prioritize well and work well under pressure and tight deadlines.
- Ability to efficient and task oriented
- Attention to detail with a high level of accuracy
- Good communication skills (both verbal and written)

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Interested applicants are invited to email a résumé and cover letter to [recruitment@ivcf.ca](mailto:recruitment@ivcf.ca). Employment is conditional upon a clear police reference check. The successful candidate must be able to submit to InterVarsity's Statement of Agreement (Statement of Faith, Purpose and Aims & Community Covenant)

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those candidates selected to move forward in the recruitment process will be contacted. No agencies please.