Accountant

(Victoria, BC)

$65,000 to $85,000

On behalf of our client, the Victoria Real Estate Board (VREB), we are hiring an Accountant to join their team in Victoria. The Victoria Real Estate Board is a member-based trade association that employs 19 dedicated staff members who provide outstanding service, education, and technology products to approximately 1,650 licensed REALTORS® working in 100 real estate brokerages across Greater Victoria and the southern Gulf Islands. With a team of many longstanding members, VREB is looking for an Accountant to support their Director of Accounting and contribute to their continued success.

The Accountant will conduct full-cycle accounting, accounts payable, accounts receivable, and payroll services under the guidance of the Director of Accounting. This role is integral to maintaining the financial health and accuracy of VREB's operations, ensuring all financial transactions are processed efficiently and in compliance with relevant regulations. Additionally, the Accountant will collaborate closely with the Director of Accounting and other key stakeholders to enhance and upgrade systems and processes, driving overall efficiency and innovation. This is an exciting opportunity to make a significant impact within a forward-thinking and supportive team.

Key Responsibilities

Accounts Receivable (invoicing):
- Leads AR processes and collection of accounts.
- Notifies the Director of Accounting of delinquent accounts.
- Prepares and sends VREB monthly member dues, fees invoices, annual, ad hoc data partner invoices, and professional standards finding invoices to Real Estate companies.
- Prepares CREA and BCREA recoverable expense claims for staff and directors.
- Prepares aged account letters.
- Handles inquiries on payments, lack of selling/listings information, sundry invoices, and NSF cheques.
- Contacts VREB members and brokerages regarding NSF cheques.
- Generates AR reports as required.

Accounts Payable:
- Leads AP processes.
- Collects and prepares documentation and authorizations to support accounts payable invoices.
- Enters AP information into the accounting system.
- Presents invoices and supporting documents to the Director of Accounting for final authorization.
- Prepares cheques and electronic payments for approval by the COO and CEO.
- Contacts vendors as needed.
- Generates AP reports as required.

Daily Banking:
- Prepares daily deposit sheet and enters daily deposits.
- Takes deposits to the bank.
- Completes daily bank and POS reconciliation.

Payroll:
- Manages payroll onboarding and offboarding.
- Prepares and enters payroll data for review each pay period.
- Prepares payroll statutory reports (EHT, WCB) and payroll journal entries.

Reporting:
- Prepares all statutory reporting for Director of Accounting's approval and submission.
- Prepares ad hoc reports as requested by internal management.

Month End:
- Coordinates month-end processes.
- Manages month-end procedures for member changes, billing run, and account balancing.
- Distributes monthly reports (sundries, statements, financial statements).
- Prepares balance sheet, bank, and credit card reconciliations.
- Conducts revenue and expense account variance analysis.
- Prepares monthly internal financial statements and reports for review by the Director of Accounting.

Year-End:
- Assists the Director of Accounting with year-end working paper preparation.
- Prepares and sends audit confirmation letters.

Budgeting:
- Assists in preparing and entering annual budgets into the accounting system.

General Ledger:
- Prepares and enters all journal entries in G/L.
- Reviews and recommends changes to the G/L structure as needed.

Inventory:
- Participates in annual inventory counts with the Director of Accounting.
- Notifies the Director of Accounting of variances or obsolete inventory items for write-off.
- Leads month-end sundries procedures with member services staff.

Filing (electronic and paper):
- Manages all accounting and payroll filing systems.

Miscellaneous:
- Supports the Director of Accounting with system implementations and updates, including testing and developing procedures.
- Performs other duties as required.

MNP LLP

Skills and Qualifications

- Bachelor of Business Administration - (Accounting Major preferred). Or other relevant post-secondary education.
- Minimum 2 years' experience of full-cycle Accounting & Payroll experience.
- Advanced Excel skills including Pivot Tables and V-Look UPS.
- Previous experience with ERP systems.
- Ability to prioritize effectively.
- Flexible and adaptable approach to work.
- Keen desire to learn.
- Ability to analyze, develop, and improve processes.
- Proactive and enthusiastic about delivering positive results.
- Exceptional interpersonal skills, ability to work well with a diverse group of internal and external stakeholders.
- A general interest in the real estate sector.

Are you passionate about accounting and eager to bring your full-cycle accounting and payroll processing expertise to an exciting new role? Join VREB, a dynamic and influential organization within the real estate industry, where you'll be a key contributor to their success. VREB values work-life balance and believes that happy employees are the foundation of their thriving team. Enjoy the flexibility of hybrid working, allowing you to work remotely for up to half the week. When you're in the office, you'll be welcomed into a beautiful facility by a genuinely pleasant, committed, and well-tenured team. Embrace this opportunity to balance your professional growth with a fulfilling personal life at VREB!

To apply, please send your resume to Kam at kam.ketler@mnp.ca. We value the interest of all applicants; however, only those selected for interviews will be contacted. We kindly ask that all applications be submitted through the official process managed by MNP. Please refrain from direct inquiries to the Victoria Real Estate Board, as speculative approaches will not support your application.

MNP LLP