



SENIOR ACCOUNTANT

(VICTORIA, BC)
\$80,000 – \$95,000

On behalf of our client, UVic Properties, we are searching for a Senior Accountant to join their team. UVic Properties is a wholly owned subsidiary of the University of Victoria. The company manages UVic's portfolio of non-academic real estate on Vancouver Island to provide financial returns that support the university's academic mission. The 135 commercial and 45 residential properties include important landmarks in Victoria's social and business community such as the Vancouver Island Technology Park, the Marine Technology Centre, the Queenswood Oceans and Climate Campus, the Legacy Art Gallery and Swans Brewery, Pub and Hotel.

Reporting to the Director of Finance, the Senior Accountant provides direct support to the management team providing operational finance solutions and oversight and guidance to their direct reports. The individual in this position must have exceptional leadership, communication, emotional intelligence, and managerial skills that build trust and confidence. The ideal candidate will be a collaborative and proactive individual with strong analytical skills who is not afraid to roll-up their sleeves to get the job done. The Senior Accountant will be looked upon to lead reporting and collaborate directly with management to determine business & reporting needs while overseeing the day-to-day functions of the accounting team.

DUTIES AND RESPONSIBILITIES

- Oversees all aspects of full-cycle accounting, including entity level and consolidated budgets, accounts payable, accounts receivable, daily cash reconciliations, bank reconciliations, accrual schedules, prepaid schedules, PPE schedules, government remittances etc.
- Participates in planning, developing, organizing, implementing, and monitoring operating budgets for all UVic Properties entities.
- Provides overall support, coaching and management of team on financially sound principles to ensure growth of the bottom line and accuracy of reporting.
- Prepares monthly financial reports and identifies variances requiring explanation or follow-up.
- Serves as financial liaison between Swans Hotel and UVic Properties head office.
- Provides leadership, team development, mentoring and best business practice and process training for accounting team members.
- Oversees gathering and preparation of year-end working papers and other information as required by external auditors.
- Administers payroll and benefits.
- Responds to enquiries regarding financial results and special reporting requests.
- Reviews other ad hoc reports prepared by staff.
- Works closely with management to provide timely, accurate financial analysis.
- Assists management to evaluate, establish, and implement new business processes.
- Monitor cash flows and financing requirements.
- Creates and maintains strong financial controls and processes throughout all aspects of the business.
- Builds relationships with all business stakeholder groups to generate goodwill and synergies.
- Other duties as assigned.

EXPERIENCE & QUALIFICATION

- Minimum 3 years related finance experience.
- CPA or equivalent accounting designation.
- Proven record of streamlining financial operations and improving and creating processes.
- Superior attention to detail and organizational skills.
- Ability to develop and maintain strong relationships across an organization.
- Strong computer skills, with advanced knowledge of MS Excel.
- Ability to be independent and stay one step ahead.
- Knowledge of QuickBooks and computerized payroll systems is an asset.
- Ability to handle conflicting deadlines and prioritize.

This role will appeal to an individual who possesses outstanding communication skills, strong leadership capabilities while maintaining an excellent eye for detail and cares about delivering quality work. The successful candidate will be a pro-active, motivated, flexible, and team-orientated individual who displays a confident, trusted, and transparent style. If you enjoy being part of a team that creates a culture of fun, driven by adding value and making a difference you will want to explore this opportunity.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, kindly forward your resume to kam.ketler@mnp.ca. While we value the interest of all applicants, only those chosen for interviews will be contacted. To ensure your candidacy receives the attention it deserves, we kindly request that all applications be submitted through MNP's official process. Please refrain from speculative approaches to UVic Properties and its esteemed staff members, as such actions will not enhance your application.