

MANAGER OF ACCOUNTING (VICTORIA, BC)

The Victoria Real Estate Board is a non-profit member-based trade association that employs nearly 20 staff who provide excellent service, education and technology products to approximately 1,600 licensed REALTORS® working in over ninety real estate brokerages across Greater Victoria and the southern Gulf Islands. A well-tenured team, with many longstanding members, the Victoria Real Estate Board is looking for a new Manager of Accounting.

Reporting to the CEO, the Manager of Accounting will provide leadership in the ongoing development and monitoring of the financial management system, as well as the timely reporting of complete and accurate financial information. This role will support the CEO, the Board of Directors, and Board Committees with analytical reports of financial information in accordance with Canadian GAAP for not-for-profit organizations.

The Manager of Accounting will blend a results-oriented approach with the ability to contribute to a positive and engaging work environment. Responsible for the day-to-day finances, this role, with the support of one experienced Accounting Assistant, will lead the accounting department of the Victoria Real Estate Board. As an integral member of the management team, the Manager of Accounting will participate in strategic discussions, make recommendations, present materials, and provide input that will influence future decisions.

Key Responsibilities:

- The development, preparation, and presentation of the annual budget.
- Advising and assisting department heads and committees in the preparation of their department budgets.
- The preparation of internal monthly and year-end statements and the periodic presentation of those statements to the finance committee and Board of Directors.
- Providing monthly budget variance analysis reports.
- Reviewing year-end financial statements and other collateral associated with the Annual Report and Annual General Meeting.
- Assisting the external auditor with the annual audit.
- Providing financial insight and guidance to the decision-making processes.
- Oversight of all accounting-related functions within the organization including payroll, benefits, Accounts Receivable /Accounts Payables (AR/AP) and inventory management.
- Processing payroll, including overseeing the necessary calculations.
- Supervision of the Accounting Assistant's payments and monthly billing of receivables.
- Managing the collection of overdue accounts and suspension of members, as required.
- Maintaining and implementing controls over inventory.
- Liaising with external contacts and stakeholders, as required, during the renewal of insurance policies, benefit plans, suppliers, banking service providers, investment advisors and auditor contracts.
- Reviewing and making recommendations on future upgrades to accounting-related software and systems.
- Assisting with duties as assigned by the CEO.

Skills & Qualifications:

- Post-Secondary education in Accounting or Business Administration
- Minimum five years' experience in a finance or accounting-related role
- Experience as Accounting Manager, or supervising accounting staff
- Interest in attaining, or possession of, the CPA designation
- Excellent communication skills.
- Experience managing the relationship with CRA
- Experience liaising with external auditors
- Experience using Sage 300 (Accpac)
- Experience with membership or CRM systems
- High proficiency in Microsoft Office Suite
- Attention to detail in all areas of work.
- A team-player with a solution-focused mindset
- Prior experience in the real estate industry or a genuine interest in learning
- Prior experience working for a non-profit is preferred but is not essential

This role will appeal to an accounting leader who strives for continuous improvement in themselves and in their organization. Although this role will be office-based in Victoria, the Victoria Real Estate Board operates a flexible hybrid (home/office) schedule to help you balance your work and home responsibilities. This is an exciting opportunity to manage a small team, be involved in strategic decision-making and work in a positive, fun environment.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to frederick.punter@clearchoice.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.