



Accounting Coordinator – Part-time (0.6FTE) Vancouver

The Terry Fox Research Institute (TFRI), named for **Canadian icon Terry Fox**, is built on Terry's dream to end cancer through research. Established in 2007, TFRI is a registered charity and invests its funds in cutting-edge cancer research through highly collaborative, team-oriented research programs and national research networks. Together with our many research and funding partners, TFRI empowers Canada's brightest researchers to seek out new transformational and precision medicine discoveries to advance our understanding, diagnosis, and treatment of cancer with the goal of significantly improving outcomes for patients.

About this opportunity

Reporting to the Director of Finance, this new **part-time** position (3 days/week) will perform many of the day-to-day financial operations of the TFRI, including full-cycle accounting processes, preparing financial reports, performing account reconciliations, preparing tax remittances, assisting with audit preparations, and performing other accounting duties as assigned. You will play an important role in the financial management of the organization while building and developing strong relationships with all other employees. This position is located in Vancouver.

Key Responsibilities

- Maintaining Accounts Payable / Receivable, including sending and receiving EFT payments to/from vendors, processing employee expense reports, and invoicing and liaising with vendors, grant awardees and affiliated institutions
- Completing monthly Bank Reconciliations for all bank accounts and following up on outstanding items
- Preparing bank deposits and reconciling petty cash balance
- Completing financial compliance remittances, including GST Rebate Claims, WCB remittances, and T3010 Charities Return
- Maintaining general ledger activity, including monthly Journal Entries (prepaids, bank charges and deposits, interbank transfers)
- Completing monthly account reconciliations and investigating anomalies
- In coordination with the Programs team, preparing and sending quarterly research grant payments to institutions and reconciling as necessary
- Assisting with external audit requirements and year-end closing process
- Issuing tax receipts for donations received
- Issuing honorarium payments and preparing required annual T4As for honorariums
- Completing monthly credit card reconciliations for all corporate cardholders
- Updating financial reporting templates and other financial forms as necessary
- Maintaining electronic filing system and all relevant accounting back-up for audit and compliance purposes
- Other assigned duties, as required



Qualifications

- Successful completion of a post-secondary degree or diploma in business/commerce or accounting
- Professional CPA designation, or working towards CPA designation, is highly desired
- A minimum of 3 years of previous work experience as an accountant performing full-cycle accounting functions, preferably in the non-profit sector
- Knowledge of ASPE is required; knowledge of ASNPO is an asset
- A high degree of sensitivity and professionalism with respect to the management of confidential information
- Advanced skills in Microsoft Excel and Microsoft 365 (Word, SharePoint, Teams) are required
- Experience working with accounting systems is required; experience with a Sage Intacct is a definite asset
- Detail-oriented with strong analytical abilities, organizational and problem-solving skills
- Previous experience working in multi-disciplinary teams and with employees and external clients at all levels
- Excellent communication (verbal and written), interpersonal and relationship building skills
- Ability to work independently and take initiative
- Ability to prioritize and manage multiple tasks in a time-sensitive manner
- Fluency in both Canada's official languages would be an asset

Benefits of working with us

- Flexible Schedule
- Possibility of hybrid work after completion of the probation period (full-time in office for training, then a minimum number of days in office as determined with supervisor)
- Paid vacation
- Paid sick days
- Extended Medical and Dental Coverage
- Group Registered Pension Plan after 3 months of employment
- A work culture that values transparency, teamwork, learning, fairness and integrity
- A passionate group of high-performing teammates across Canada

To apply

Please email your cover letter and resume by **February 13, 2023** to hr@tfri.ca with the subject line: **Accounting Coordinator - Vancouver.**

The candidate must be authorized to work in Canada.

We recognize the importance of diversity and equity in our workforce and encourage all qualified applicants to apply, including indigenous persons, women, persons with disabilities, minorities, and other underrepresented communities.