EMPLOYEMENT OPPORTUNITY
POSTING #49-SA-MGT-2026

External Posting

Senior Accountant

Job Title:	Senior Accountant
Salary:	$70,000 annually
Employment Type:	Full-Time, Permanent
Work Schedule:	Monday to Friday, 9:00 a.m. – 5:00 p.m. (On-site)
Position Status:	Excluded (Non-Union)
Reports To:	Management Team
Location:	New Westminster, British Columbia

About Fraserside Community Services Society

Fraserside Community Services Society (FCSS) is a CARF-accredited registered charity dedicated to building a community where the dignity and worth of every individual are recognized and valued.

Serving New Westminster and surrounding communities, FCSS provides a diverse range of social services, clinical programs, housing supports, and community-based services designed to enhance the well-being and quality of life of individuals and families.

Guided by our Constitution, By-Laws, Strategic Plan, and commitment to excellence, accountability, and person-centred service delivery, FCSS strives to make a meaningful and lasting difference in the communities we serve.

Position Summary

Reporting to the Management Team, the Senior Accountant is responsible for overseeing the Society's accounting operations, financial reporting, budgeting, fund accounting, and financial compliance.

The Senior Accountant provides direct supervision and leadership to the Intermediate Accountant, ensuring the accurate and timely completion of full-cycle accounting activities, including accounts payable, accounts receivable, general ledger reconciliations, donation accounting, fund tracking, and rent roll administration.

A key responsibility of this position is the preparation and submission of accurate financial reports to government agencies, funding organizations, and other stakeholders, ensuring compliance with funding agreements, reporting requirements, and established deadlines.

The Senior Accountant also leads and coordinates the annual year-end financial audit, including preparing year-end financial statements, reviewing audit working papers, liaising with external auditors, and ensuring all required financial documentation is complete and accurate.

The successful candidate will possess strong technical accounting expertise, supervisory skills, and experience in non-profit financial management, with a commitment to financial accountability, transparency, and effective stewardship of charitable resources.

FRASERSIDE COMMUNITY SERVICES SOCIETY

Key Responsibilities

1. Accounting Operations & Staff Supervision

- Provide direct supervision, guidance, training, and performance feedback to the Intermediate Accountant.
- Assign and monitor accounting responsibilities to ensure accurate and timely completion of financial activities.
- Review journal entries, reconciliations, financial schedules, and accounting reports prepared by the Intermediate Accountant.
- Oversee full-cycle accounting functions, including accounts payable, accounts receivable, banking, and general ledger maintenance.
- Maintain effective internal controls, financial procedures, and appropriate segregation of duties.
- Resolve complex accounting discrepancies and provide technical accounting support.
- Ensure accounting records are complete, accurate, and maintained in accordance with applicable standards.

2. Financial Reporting to Funders & Grant Compliance

- Prepare, review, and submit financial reports to government funders, grant providers, and other funding organizations in accordance with funding agreements and reporting deadlines.
- Prepare detailed program financial statements, revenue and expenditure reports, budget-to-actual comparisons, and other financial schedules required by funders.
- Ensure financial reports accurately reflect funding received, eligible expenditures, restricted contributions, and remaining fund balances.
- Monitor compliance with funding agreements, approved budgets, reporting requirements, and financial obligations.
- Review program expenditures and ensure expenses are accurately allocated to the appropriate funding contracts, programs, and cost centres.
- Reconcile funding revenues and expenditures to the general ledger and supporting accounting records.
- Work closely with program managers to obtain and verify financial information required for funder reporting.
- Investigate significant financial variances and provide explanations and supporting documentation to funders when required.
- Maintain organized records of funding agreements, reporting schedules, financial submissions, and supporting documentation.
- Respond to financial inquiries from funding agencies and assist with funder reviews and financial audits.

3. Year-End Financial Statements & External Audit

- Lead and coordinate the annual year-end financial audit, serving as the primary contact for the Society's external auditors.
- Prepare year-end financial statements, supporting schedules, and audit working papers for external auditor review.

- Oversee year-end closing procedures, including reconciliations, accruals, adjusting entries, and review of general ledger accounts.
- Review the Intermediate Accountant's year-end reconciliations and supporting documentation to ensure completeness and accuracy.
- Prepare schedules for restricted and unrestricted funds, deferred contributions, grants, donations, fixed assets, and other significant accounts.
- Coordinate the collection and preparation of financial records, supporting documents, and explanations requested by external auditors.
- Respond to auditor inquiries and resolve accounting discrepancies identified during the audit process.
- Review proposed audit adjustments and ensure approved adjustments are accurately recorded.
- Assist management in reviewing draft audited financial statements and related disclosures.
- Ensure audit deliverables are completed within established timelines.
- Support implementation of recommendations arising from the annual financial audit and management letter.

4. Fund Accounting & Charitable Donations

- Oversee the accounting and reconciliation of restricted and unrestricted funds, government grants, charitable donations, and other contributions.
- Review donation records and ensure accurate allocation of charitable contributions to the appropriate funds and programs.
- Supervise donation tracking and reconciliation processes maintained by the Intermediate Accountant.
- Ensure appropriate recognition and reporting of deferred contributions and restricted funding.
- Oversee procedures for maintaining charitable donation records and issuing official donation receipts in accordance with CRA requirements.
- Coordinate preparation of financial information for the annual Registered Charity Information Return (T3010).
- Ensure compliance with donor restrictions, funding agreements, and applicable accounting standards for not-for-profit organizations.

5. Housing Financial Management & Rent Roll Oversight

- Oversee accounting and financial reporting for the Society's housing programs and rental properties.
- Supervise the Intermediate Accountant's maintenance of rent rolls, tenant receivables, rental payments, and subsidy records.
- Review monthly rent roll reconciliations and ensure rental revenues are accurately reflected in the general ledger.
- Monitor rental arrears, outstanding tenant balances, and housing-related financial adjustments.
- Work with housing program managers to resolve discrepancies involving tenant accounts, rental charges, and subsidies.
- Prepare and review housing-related financial reports required by management and funding agencies.

6. Monthly Financial Reporting, Budgeting & Analysis

- Oversee monthly financial closing procedures and review financial reports prepared by the Intermediate Accountant.
- Prepare monthly financial statements and supporting financial analysis for the Management Team.
- Coordinate preparation of annual operating and program budgets.
- Prepare budget-to-actual reports and investigate significant financial variances.
- Monitor financial performance, cash flow, and funding balances.
- Provide financial analysis and recommendations to support organizational planning and decision-making.
- Assist management with financial reporting to the Executive Director and Board of Directors.

7. Payroll, Banking & Regulatory Compliance

- Oversee payroll-related accounting and reconciliations in collaboration with Human Resources.
- Ensure appropriate financial controls are maintained over banking, cash management, and financial transactions.
- Review bank reconciliations and significant accounting adjustments.
- Oversee applicable GST/HST, PST, and other statutory financial reporting requirements.
- Ensure compliance with applicable accounting standards, regulatory requirements, Board directives, and relevant CARF accreditation standards.

8. Management Support & Continuous Improvement

- Provide financial guidance to program managers regarding budgets, funding allocations, and reporting requirements.
- Support management in reviewing funding agreements and financial commitments.
- Maintain professional relationships with external auditors, funders, financial institutions, and regulatory agencies.
- Identify opportunities to strengthen accounting procedures, internal controls, and financial reporting processes.
- Support the development and implementation of effective financial policies.
- Perform other related duties as assigned.

Qualifications & Experience

- University degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of five years of progressive accounting experience, preferably within a registered charity, non-profit organization, or social services agency.
- Previous supervisory or team leadership experience is strongly preferred.
- CPA designation or active progress toward a CPA designation is strongly preferred.
- Demonstrated experience preparing financial reports for government funders, grant providers, and other funding organizations.
- Experience preparing year-end financial statements, audit working papers, and coordinating annual external financial audits.

- Strong knowledge of fund accounting, restricted contributions, deferred revenue, and grant reporting.
- Experience with charitable donation accounting and CRA reporting requirements.
- Familiarity with housing-related accounting, rent rolls, and rental receivables is an asset.
- Proficiency in QuickBooks, advanced Microsoft Excel, and Microsoft Office 365.
- Knowledge of ADP payroll software and payroll accounting in a unionized environment is an asset.
- Strong analytical, organizational, communication, and supervisory skills.
- Ability to manage multiple reporting deadlines and maintain accuracy under pressure.
- Successful completion of a Criminal Record Check is required.

Additional Requirements
Start and finish times may vary, and flexibility in working hours may be required to meet operational needs, funder reporting deadlines, and year-end audit requirements.

How to Apply
Applicants are requested to submit a resume and cover letter quoting Posting #49-SA-MGT-2026, including their qualifications, experience, email address, and telephone number.

Submit applications to: hr@fraserside.bc.ca

Posting Date: October 20, 2026
Closing Date: October 27, 2026
Posting Number: #49-SA-MGT-2026

Fraserside Community Services Society is committed to fostering a respectful, inclusive, and diverse workplace. We welcome applications from qualified candidates of all backgrounds and identities.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.