EMPLOYEMENT OPPORTUNITY
POSTING #50-IACT-MGT-2026

External Posting

Intermediate Accountant – Full Cycle

Job Title:	Intermediate Accountant
Salary:	$60,000 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:	Senior Accountant
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

FCSS is seeking a highly organized, detail-oriented, and experienced Intermediate Accountant to join our Finance team.

Reporting to the Senior Accountant, the Intermediate Accountant will be responsible for performing full-cycle accounting functions, maintaining accurate financial records, supporting financial reporting, and ensuring compliance with applicable accounting standards and regulatory requirements.

As a registered charity with multiple programs and funding sources, this position plays a key role in fund accounting, donation tracking, grant and contract reconciliation, and rent roll administration for the Society's housing programs.

The successful candidate will have a solid understanding of non-profit accounting principles, strong reconciliation and analytical skills, and the ability to manage multiple accounting functions accurately and efficiently.

The Intermediate Accountant will also provide coverage for the Senior Accountant when required and contribute to maintaining effective financial controls, transparency, and accountability across the organization.

Key Responsibilities

1. Full-Cycle Accounting

- Perform day-to-day full-cycle accounting, including accounts payable, accounts receivable, general ledger maintenance, bank reconciliations, and journal entries.
- Prepare and post accruals, prepayments, adjusting entries, and other financial transactions.
- Maintain accurate accounting records and supporting documentation in accordance with applicable accounting standards and organizational policies.
- Reconcile general ledger accounts and investigate and resolve discrepancies in a timely manner.
- Maintain fixed asset schedules, including depreciation and amortization.
- Ensure transactions are accurately allocated to the appropriate programs, departments, funding sources, and general ledger accounts.

2. Fund Accounting & Grant Management

- Maintain accurate accounting records for restricted and unrestricted funds, grants, donations, and program-specific funding.
- Track funding received and expenditures incurred against approved budgets and funding agreements.
- Ensure revenues and expenses are appropriately allocated to individual programs, projects, and funding sources.
- Monitor restricted funding balances and ensure funds are used and reported in accordance with donor restrictions and funding agreements.
- Prepare fund reconciliations, financial schedules, and supporting documentation for funder reporting.
- Assist with financial reporting to government agencies, grant providers, and other funding organizations.
- Support the tracking of deferred contributions and recognition of funding revenue in accordance with applicable accounting policies.
- Identify and report funding discrepancies, budget variances, and potential compliance concerns.

3. Donation Accounting & Charitable Contributions

- Accurately record and reconcile charitable donations, fundraising proceeds, and other contributions.
- Maintain detailed donation records, including donor information, contribution amounts, dates, and designated purposes.
- Track restricted and unrestricted donations and ensure proper allocation to the appropriate funds and programs.
- Reconcile donation records with bank deposits, fundraising reports, and general ledger accounts.
- Assist with preparing and maintaining documentation required for official charitable donation receipts in accordance with Canada Revenue Agency (CRA) requirements.
- Support donation reporting, year-end reconciliations, and preparation of financial information for the Society's annual charitable information return (T3010).
- Maintain confidentiality and accuracy of donor and financial information.

4. Rent Roll Administration & Housing Receivables

- Maintain accurate and current rent rolls for the Society's housing programs and rental properties.
- Record and reconcile monthly rental charges, rent payments, subsidies, adjustments, and outstanding tenant balances.
- Ensure rental transactions are accurately recorded in the accounting system and allocated to the appropriate housing programs or properties.
- Monitor rent receivables, outstanding balances, and tenant account adjustments.
- Reconcile rent rolls and tenant ledgers to the general ledger and bank deposits.
- Coordinate with housing program staff to verify tenant information, occupancy changes, rental rates, and applicable subsidies.
- Prepare monthly rent roll summaries, arrears reports, and supporting schedules for management.
- Investigate and resolve discrepancies related to rental charges, payments, and tenant accounts.
- Maintain appropriate confidentiality when handling tenant and housing-related financial information.

5. Accounts Payable & Accounts Receivable

- Review, verify, code, and process vendor invoices, expense claims, and reimbursements.
- Prepare vendor payments and ensure invoices are processed accurately and within established payment terms.
- Maintain vendor records and reconcile supplier statements.
- Prepare invoices and record payments related to program services, rental income, and other receivables.
- Monitor outstanding accounts receivable and follow up on discrepancies or overdue balances in coordination with relevant departments.
- Ensure appropriate documentation and approvals are maintained for financial transactions.

6. Month-End & Year-End Financial Reporting

- Perform month-end and year-end accounting procedures, including journal entries, accruals, reconciliations, and account reviews.
- Prepare monthly financial statements, supporting schedules, and financial reports for management review.
- Reconcile program, grant, donation, and housing-related accounts to the general ledger.
- Review financial results, identify variances, and assist in investigating discrepancies.
- Prepare year-end working papers and supporting documentation for external auditors.
- Assist with the annual financial statement audit and respond to auditor inquiries.
- Support the preparation of financial information required for regulatory, funder, and Board reporting.

7. Banking, Cash Management & Tax Compliance

- Perform monthly bank and credit card reconciliations.
- Record deposits, electronic transfers, payments, and other banking transactions.
- Monitor cash balances and assist with cash flow reporting.
- Assist with payroll reconciliations and related general ledger entries, as required.
- Support the preparation and filing of applicable GST/HST, PST, and other statutory returns, where required.

- Assist with maintaining financial records required for CRA reporting and charitable regulatory compliance.

8. Budgeting, Internal Controls & Financial Support

- Assist with annual operating budgets, program budgets, and financial forecasts.
- Prepare budget-to-actual comparisons and investigate significant variances.
- Support program managers with financial information related to funding, expenses, and available program balances.
- Maintain effective internal controls and ensure adherence to organizational financial policies and procedures.
- Identify opportunities to improve accounting processes, reporting accuracy, and operational efficiency.
- Provide accounting support and coverage for the Senior Accountant as required.
- Perform other related accounting duties as assigned.

Qualifications & Experience

Education and Professional Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related discipline.
- Minimum of 2–3 years of progressive accounting experience, including hands-on full-cycle accounting responsibilities.
- CPA designation or active enrollment in the CPA program is considered a strong asset.
- Experience working in a registered charity, non-profit organization, social services agency, or housing organization is strongly preferred.

Technical Knowledge & Experience

- Demonstrated knowledge of full-cycle accounting, general ledger reconciliations, and financial reporting.
- Experience with fund accounting, restricted contributions, grants, and program-specific financial reporting.
- Knowledge of Canadian accounting standards applicable to not-for-profit organizations.
- Experience recording and reconciling charitable donations and maintaining donation records.
- Familiarity with CRA requirements applicable to registered charities, including donation receipting and T3010 reporting.
- Experience maintaining rent rolls, tenant accounts, rental receivables, and housing-related financial records is an asset.
- Understanding of government funding agreements and financial reporting requirements.
- Proficiency in QuickBooks and Microsoft Excel, including pivot tables, lookup functions, and financial reconciliations.
- Familiarity with ADP payroll software and Microsoft Office 365 is an asset.
- Experience with payroll and benefits administration in a unionized environment is an asset.

Key Skills & Competencies

- Exceptional attention to detail, accuracy, and financial recordkeeping.
- Strong analytical, reconciliation, and problem-solving skills.
- Excellent organizational skills with the ability to manage competing priorities and meet deadlines.
- Ability to work independently while collaborating effectively with finance and program teams.
- Strong written and verbal communication skills.
- Sound professional judgment and a high degree of integrity and confidentiality.
- Ability to interpret financial information and communicate discrepancies clearly.
- Proactive approach to identifying process improvements and maintaining effective internal controls.
- Commitment to the mission, values, and community-focused work of FCSS.

Additional Requirements

- Successful completion of a Criminal Record Check.
- Ability to work on-site during regular business hours.
- Flexibility in working hours may occasionally be required to meet operational needs, reporting deadlines, or year-end audit requirements.

How to Apply

Interested applicants are invited to submit a resume and cover letter outlining their relevant qualifications and experience. Please include the posting number, email address, and telephone number in your application.

Submit applications to: hr@fraserside.bc.ca

Posting Date: October 20, 2026
Closing Date: October 27, 2026
Posting Number: #50-IACT-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.