

General Accountant – Job Description

Location: Victoria, British Columbia

Department: Accounting

Type: 18 month Contract (Maternity Leave Coverage)

Reports To: Financial Controller

Position Summary:

The General Accountant is responsible for supporting the organization's day-to-day accounting operations and ensuring the accuracy and integrity of financial records. This role performs a broad range of accounting functions, including accounts payable, bank reconciliations, cash management, financial reporting, fixed asset accounting, and month-end processing.

The successful candidate is detail-oriented, organized, and capable of managing multiple priorities while maintaining a high level of accuracy. They will work collaboratively with internal stakeholders to support sound financial practices and contribute to continuous process improvements.

While this position is being recruited as a temporary job, there may be future opportunities within the organization for the successful candidate.

Key Responsibilities

Accounts Payable & Expense Management

- Enter invoices into the accounting system, ensuring proper documentation, coding, and approvals are obtained prior to payment.
- Allocate expenses to the appropriate branch, department, or cost centre to support accurate financial reporting.
- Process vendor payments through various methods, including electronic funds transfers (EFT), e-transfers, wire transfers, and cheques.
- Ensure timely and accurate payment of vendor obligations.
- Review and reconcile vendor statements and investigate discrepancies.

Cash Management & Banking

- Prepare and process daily deposits, ensuring accuracy and timely recording of receipts.
- Manage multiple bank accounts, including monitoring transactions, processing payments.
- Reconcile bank accounts and investigate outstanding items as required.

General Ledger & Financial Reporting

- Prepare and reconcile prepaid expense accounts and other assigned general ledger accounts.
- Perform monthly account reconciliations and resolve discrepancies on a timely basis.
- Prepare journal entries and maintain supporting documentation.
- Capitalize qualifying fixed asset purchases in accordance with company policies and accounting standards.
- Maintain accurate fixed asset records and schedules.

Reporting & Analysis

- Prepare, financial, and expense reports for management review.

COAST CLAIMS

INSURANCE SERVICES

- Assist in analyzing financial information and identifying trends or variances.
- Support financial reporting requirements through accurate and timely preparation of supporting schedules.

Month-End & Year-End Support

- Assist with month-end and year-end close processes, including account reconciliations, accruals, and journal entries.
- Support external auditors and finance leadership by providing requested documentation and analysis.
- Ensure accounting records are maintained in compliance with internal policies and accounting standards.

Commission & Payment Administration

- Review supporting data and process monthly adjuster or contractor payments.
- Assist with commission calculations, reconciliations, and payments as required.

Continuous Improvement

- Identify process inefficiencies, control gaps, and opportunities for automation.
- Recommend and implement best practices that improve efficiency, accuracy, and financial outcomes.
- Participate in finance projects, system enhancements, and process improvement initiatives.

Other Duties

- Provide general accounting support to the Finance team.
- Perform other related duties and special projects as assigned by management.

Qualifications:

- Post-secondary education in Accounting, Finance, Business Administration, or a related field.
- Minimum 2 to 5 years of progressive accounting experience.
- Strong understanding of accounting principles and financial reporting practices.
- Proficiency with Microsoft Excel and accounting software.
- Strong analytical, organizational, and problem-solving skills.
- Excellent attention to detail and commitment to accuracy.
- Effective verbal and written communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Ability to work independently while contributing positively within a team environment.

Knowledge, Skills and Abilities

- Strong knowledge of accounting principles, financial reporting, accounts payable, accounts receivable, general ledger maintenance, and account reconciliations.
- Proficient in Microsoft Excel and accounting software, with experience using Xero, SharePoint, and Power BI considered an asset.
- Skilled in financial analysis, data management, problem-solving, and preparing accurate financial reports.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- Effective communication and interpersonal skills with the ability to build positive working relationships and provide excellent service to internal stakeholders.
- Ability to work independently and collaboratively within a team environment.
- Demonstrated ability to identify process improvements, enhance efficiencies, and maintain confidentiality when handling sensitive financial information.
- Strong commitment to accuracy, accountability, and continuous improvement.

COAST CLAIMS

INSURANCE SERVICES

Success in This Role

The General Accountant will be successful by:

- Maintaining accurate and timely accounting records.
- Completing reconciliations and reporting deadlines on schedule.
- Ensuring prompt and accurate processing of payables and receivables.
- Supporting a smooth month-end and year-end close process.
- Demonstrating strong customer service to internal stakeholders.
- Contributing to process improvements that enhance efficiency and financial controls.