

Internal/External Posting

Financial Accountant

OUR MISSION: Providing excellence in support, housing, education and community, we work together to restore hope and a future to those overcoming the challenges before them.

The Cridge Centre for the Family strives to be an exceptional employer by providing our staff with support, flexibility, and a workplace that makes a positive difference in our community. Our benefit package is outstanding, and the work environment is positive and supportive. We commit to thorough onboarding, which includes substantial orientation, complete training, and support as you integrate into our team.

Reporting to the Director of Finance and Administration, this position will work with the Financial Comptroller and focus on the consistent monthly creation of the internal financial statements. This will include conducting bank reconciliations, preparing the recurring journal entries, tracking designated revenues, and preparing reports for multiple external sources, etc. The ideal candidate enjoys finding efficiencies and working with a team to implement them.

Minimum Requirements for the Position:

- Minimum 4 years' progressive accounting experience.
- Criminal Record Check required.

*Work experience in a non-profit sector preferred.

Education and Training:

Post secondary degree or diploma in a related discipline.

Will consider an equivalent combination of education, training and experience.

Skills and Abilities:

A suitable candidate has the:

- Ability to function effectively within the Constitution and Bylaws of The Cridge Centre for the Family.
- Advanced practical knowledge of computerized accounting systems and spreadsheet software (SAGE 300 and Excel)
- Strong interpersonal skills; able to deal with others in a sensitive manner, with tact, diplomacy and professionalism at all times
- Attention to detail in all areas of work.
- Excellent oral and written communication skills
- Ability to multi-task and adapt to conditions in a fast-paced environment
- Ability to work efficiently as part of a team as well as independently.



Status: Temporary, Full Time - up to 40 hours weekly for 6 months
Starting Salary: \$62,500 - \$72,800 annually pro-rated to the agreed upon hours per week
Closing Date: Until filled
Start Date: Negotiable
Location: Victoria, BC

This is an exempt position.
This position is open to all applicants.

Submit Applications to:
Anna Olson, Director of Finance and Administration
1307 Hillside Ave, Victoria B.C., V8T 0A2
aolson@cridge.org