

**JOB POSTING #2025-100-01**

**INTERNAL/EXTERNAL**

**Accounting**

**Accounting Team Lead**

**Wage: \$38.68 to \$43.42 per hour**

**Full Time: 35 hours per week, Monday to Friday**

**Permanent**

**Lead the Work of the Accounting Team**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford**

**On Site**

**Job Summary:**

The Team Lead, Accounting, provides support to the Accounting Supervisor and Accounting Manager and leads the accounting team who are responsible for financial reporting, ledger entries, reconciliations, budget preparations, and preparation of financial statements, including year-end financial deliverables. The Team Lead will also be responsible for overseeing the work of the accounting team to ensure all financial information has been processed in accordance with Archway financial policies, generally accepted accounting principles (GAAP), and funder expectations. The Team Lead has a strong knowledge and ability in budgeting, ledger entries and financial review.

**Your Role:**

Archway's Accounting Team Lead with the Accounting Program contributes by:

- Assisting the Accounting Manager with the day-to-day operations of the Accounting program by ensuring staff are supported, necessary equipment is in place, accounting guidelines and agency policies are adhered to, and standards are met.
- Training new employees for the Accounting program, when applicable.
- Assisting in the development and monitoring of program budgets and investigating variances with Program Supervisors and Managers, as required.
- Obtaining and maintaining a thorough understanding of the general ledger structure and budgeting process.
- Assisting the Accounting Supervisor in accounts payable and accounts receivable verifications.
- Processing month-end recurring entries and adjusting journal entries.
- Ensuring accurate and timely reporting of all monthly financial information, within required deadlines.
- Assisting with the Agency's monthly program income statement review.
- Assisting in monitoring and tracking the year-end audit task list and coordinating the preparation with other accounting staff.

- Collecting, verifying, and processing financial information in accordance with Archway's financial policies.
- Regularly reconciling balance sheet accounts.
- Compiling statistical reports, statements and summaries related to program financial operating statements.
- Developing financial reports using data extracted from the existing Agency accounting software.
- Reviewing postings to general ledger accounts for posting errors and following up any discrepancies between actual and budget.
- Providing back-up coverage for the Accounting Supervisor and Accounting Manager.
- Providing back-up coverage for Financial Analysts including tasks related to external financial reporting, the contract review process, and capital asset monitoring.

This position is a great fit for someone who has their CPA designation, has strong skills in Accounting, has knowledge of Sage Intacct and GAAP, has great leadership skills and teamwork skills, and has a high level of attention to detail and accuracy.

### **Our Offer**

- Wage: \$38.68 to \$43.42 per hour.
- A permanent, full-time position at 35 hours per week, availability Mondays to Fridays.
- Benefits include:
  - Three weeks vacation in your first year; four weeks in your second year.
  - Three wellness days per year.
  - 12 sick leave days per year.
  - Opportunity to exchange a statutory holiday for a cultural day celebration.
  - A great benefits plan including extended health and dental; you choose your plan.
  - A pension plan; Archway meets your contribution.
  - Employee and Family Assistance Program.
  - Access to online wellness resources including newsletters, physical health videos, and wellness events.
  - Free use of Agency wellness equipment.
  - Great in-house training opportunities.
  - Rewarding work in a positive environment.
  - Work/Life balance.

### **Getting an Interview – you will be considered if you have:**

- A post-secondary degree in Accounting.
- CPA designation.
- Four years' experience preparing financial statements.
- Four years' experience recording month-end entries and bookkeeping.
- Experience working in a multiple cost centre or a multiple related company environment.
- Experience working in a non-profit organization is an asset.
- Experience working in a public practice is an asset.
- Experience working in a team environment.



## **The Job Requires you to have:**

- Working knowledge of Sage Intacct.
- Strong data entry, verification, and analytical skills.
- Strong ability using Excel.
- Well-developed written, verbal, and listening skills.
- Ability to deal professionally, courteously and confidentially with staff, supervisory personnel and external organizations.
- Well-developed organizational and time management skills.
- Strong knowledge of GAAP.
- High level of attention to detail and accuracy.
- Able to work in an open office space.
- This position may experience frequent interruptions and requires a strong ability to switch task.
- This position requires long periods of sedentary work.
- A satisfactory Criminal Records Check is a condition of employment.

**Closing date is April 25, 2025.**

### **TO APPLY**

- Visit our online careers portal: [Archway Careers](#).
- Click on “Apply” for the desired position.
- Attach your resume and cover letter.
- Complete the online form and upload your relevant documents.

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*