

1. Position No. 81450, 81790	2. Descriptive Working Title SENIOR ACCOUNTANT		3. Present Classification AO IV
4. Department FINANCIAL SERVICES	5. Branch/Section CORPORATE SERVICES	6. Work Location Telework Eligible	Date Revised JUNE 2018; JULY 2021
7. Position No. of Supervisor 33026	8. Descriptive Work Title of Supervisor ASSISTANT COMPTROLLER		9. Classification of Supervisor EXCLUDED MGMT
10. Job Summary:			

Reporting to the Assistant Comptroller, the Senior Accountant performs reconciliation and accounting duties related to BC Housing's investments, HousingHub related accounts, Provincial Rental Housing Corporation (PRHC) fixed assets, long-term debts, deferred contribution, and other liability accounts. He/she/they are also responsible for year-end audit preparations and providing guidance on daily accounting activities to other staff in the department.

11. Duties:

1. Prepares reconciliation and accounting of BC Housing's investment accounts

- calculates investment income, reconciles with information provided by external private investment firms and resolves any issues that arise
- provides monthly reporting of the investment balance and returns to the Comptroller, Director, CFO and Investment Management Committee.

2. Prepares HousingHub account reconciliation and financial statements

- monitors daily HousingHub Central Deposit Program (CDP) account and RBC account transactions
- conducts reviews on HousingHub transactions, ensuring compliance to Ministry guidelines
- prepares journal entries and fund transfers
- performs monthly reconciliation of HousingHub related accounts
- prepares monthly HousingHub financial statements
- supports the Comptroller and Assistant Comptroller in completing annual HousingHub audits

3. Prepares analysis and reconciliation on PRHC fixed assets

- maintains, updates and prepares reports
- reviews fixed assets accounts to ensure accounting is correct and values are properly recorded
- ensures depreciation rates and grants are correct for newly completed projects
- records completed project for the quarter, including work-in-progress on construction
- provides periodic reporting to other departments to assist in decision-making regarding future property sales, monitoring carbon emissions and ensuring accurate property taxes.

4. Prepares reconciliation on PRHC long-term debts/debentures, deferred contribution and other liability accounts

- maintains PRHC long-term mortgage / debenture schedule

- maintains PRHC deferred contribution and other liability accounts schedule
- review and analyses list of PRHC mortgages
- reconciles interest and payments

5. Provides guidance to Financial Analyst, Accountants and Accounting Technician on daily Accounting activities, including:

- ExCom review/preview and grant journal entries
- BC Housing's Unearned Revenue account reconciliation
- Bank reconciliations
- BC Housing Fixed Asset accounts management and monthly continuity schedule
- Semi-monthly reconstruction levy reconciliation and payment to Ministry of Finance
- PRHC long term debt mortgage account
- PRHC Work In Progress Business units and grant category updates

6. Acts as backup in preparing cash flow planning and forecasts for the Comptroller, Director and CFO

7. Works closely with the Comptroller and Assistant Comptroller to ensure timely completion of the year end audit, including but not limited to the preparation of account reconciliations, confirmations, schedules and working papers

8. Responds to queries of staff in other departments and Branches who seek advice/assistance on various financial or accounting matters

9. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No. 81450, 81790	2. Descriptive Working Title Senior Accountant	3. Present Classification AO IV
4. Education, Training and Experience		

Bachelor's degree in accounting, finance or other relevant discipline.

Considerable experience in a high volume, computerized financial accounting environment

or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Considerable knowledge and understanding of accounting and financial administration practices
 - Considerable knowledge and understanding of the Commission's mandate, its operating/administrative requirements, and related business processes and practices
 - Strong analytical, investigative, conceptual thinking and problem solving skills
 - Excellent computer skills, including an advanced level of proficiency in computer applications such as Excel
 - Strong written and verbal communication and interpersonal skills
 - Strong organizational skills and ability to handle multiple tasks and work under tight deadlines with changing priorities
 - Ability to exercise good judgement and initiative
 - Ability to deal with clients with diplomacy and tact, as well as provide accounting advice to staff with non-financial backgrounds

6. Occupational Certification:
