



Who We Are

Founded in 1891, the College of Pharmacists of British Columbia (CPBC) is located on the traditional, ancestral and unceded lands of the x̣ẉṃə̣θ̣ḳẉə̣ỵəm (Musqueam), Sḳẉx̣ẉụ́7mesh (Squamish), and sə̣ḷiḷẉə̣ṭə̣ł (Tsleil-Waututh). CPBC is a BC health regulatory body and is a vital link in the chain of trust between patients, pharmacists and pharmacy technicians. Its job is to protect the health and safety of the public by licensing and regulating pharmacists and pharmacy technicians and the pharmacies where they practice. CPBC is responsible for making sure every pharmacist and pharmacy technician in BC is fully qualified and able to provide the public with safe and ethical pharmacy care.

CPBC believes in integrity, transparency, and excellence. As part of our team, you can expect to be treated professionally and with respect. We strive to work hard as a team to succeed, while supporting our staff in achieving a healthy work-life balance.

Our Values

Accountability

- *We value the importance of our work and take responsibility for our decisions, words and actions.*

Integrity

- *We act ethically, honestly and in good faith.*

Indigenous Cultural Safety and Humility

- *We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

Respect

- *We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

Our Diversity, Equity and Inclusion Commitment

CPBC is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the [In Plain Sight](#) report, and acknowledged as a gap in our staff complement at CPBC, we are very interested in recruiting Indigenous individuals and encourage them to apply.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. CPBC seeks to attract, retain, and develop a qualified, capable, and diverse workforce that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair and honest. CPBC also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

About the Role

Based in Vancouver, CPBC is looking to hire a **Staff Accountant** for a one-year temporary term, to support the Finance department with daily operations and ensure the organization's financial activities are efficiently processed and reported on. This role is responsible for performing accounting functions to ensure compliance with financial regulations and operating standards. Reporting to the COO, the Staff Accountant will work closely with the Finance team to process general accounting duties, including accounts receivable and payable, bank reconciliations, reporting, budget and audit support, as well as payroll and other administrative responsibilities.

The successful candidate will have at least 1 year of relevant work experience in accounting or a related field and has a solid understanding of the full accounting cycle. This individual is proactive, solution oriented, and proficient in accounting principles, practices and processes. A fast learner, the candidate will quickly acquire technical skills in using computerized accounting systems and has advanced proficiency in Microsoft Office, specifically Excel. As a key member of a collaborative and close-knit team, the successful candidate will be adaptable, innovative, and dedicated to ensuring CPBC's financial activities are processed efficiently.

Key Responsibilities

General Ledger Management

- Maintains the general ledger, including recording financial transactions, reconciling accounts, and ensuring proper documentation.

Accounts Receivable / Payable

- Processes all billing and collection activities/requirements.
- Processes all invoices and payment activities/requirements; follows up and processes outstanding invoices.
- Tracks CPBC's expenses and helps with budgeting processes.

Reconciliations

- Reconciles bank statements and accounting records.
- Supports the department in month-end and year-end closing processes.

Tax Preparations

- Prepares data for tax filings and ensures tax records are maintained.

Financial Reporting, Budget and Audit

- Prepares financial reports, such as balance sheets, income statements and cashflow statements.
- Assists with external financial audit process which includes facilitating and communicating information requests; reviewing draft audit reports for accuracy and completeness; and providing updates to the team/COO.
- Assists with analyzing and monitoring cash-flow velocity and working capital needs; and assists in preparing projections and transfers requisitions between investment and operating accounts.
- Assists with the annual budget process; and prepares revenue and payroll budgets.

Payroll

- Processes payroll, benefits and expense claims for salaried and hourly employees (including all Board/Committee members); and liaises with Human Resources throughout the employee life cycle (hiring, retention and termination).
- Assists with processing and filing of Record of Employment (ROE), T4, MPP, Union and WCB reports to ensure compliance with federal and provincial labour and tax statutes.
- Administers deductions and benefits, such as statutory deductions, pension plan contributions, union dues, taxable benefits (i.e. Canada Life, EHT).

Administrative Support

- Manages general administrative tasks within the finance department including filing, data entry, and handling correspondence through the Finance email inbox.

Qualifications, Skills and Knowledge

- Post-secondary education in accounting or related field.
- CPA student, or student almost ready to enter the CPA program (late 4th year).
- At least 1 year of relevant work experience (or equivalent combination of education and experience).
- Chartered Professional Accountant designation (or near completion) is an asset.
- Demonstrated understanding of full cycle accounting.
- Knowledge and understanding of the accounting principles, practices and processes of the accounting discipline.
- Knowledge of payroll regulations, CRA legislations, income tax act, GAAP, PST law and other applicable regulations.
- Knowledge of computerized accounting systems and banking software.
- Good problem solving and analytical skills, including proficiency with figures.
- Advanced skills in Microsoft Excel.
- Proficient in other Microsoft Office programs (Intermediate level in Outlook, Word, PowerPoint).
- Digital acumen with an understanding of adopting or using appropriate technologies.
- Effective written and verbal communication skills.
- Good knowledge of office procedures.
- High attention to detail and accuracy.
- Ability to build and maintain effective working relationships with all partners.
- Ability to maintain diplomacy when dealing with people.
- Ability to use a common-sense approach and demonstrate sound judgement.
- Ability to exercise diplomacy, tact and discretion.
- Ability to deliver results under pressure.
- Ability to organize work duties and set priorities.
- Commitment to continual learning and a drive for intellectual curiosity to innovate and improve.

What We Offer

The salary range for this position is \$72,000 - \$85,000 annually based on a 35-hour work week. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.

CPBC provides a competitive compensation package and have a flexible work environment that includes a hybrid work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

How to Apply

CPBC supports and offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to hr@bcpharmacists.org by end of day **Monday, January 13, 2025**. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

**Please note that applications will not be kept on file and only applicants selected for an interview will be contacted.*