

1. Position No. 32049, 32173	2. Descriptive Working Title Accountant		3. Present Classification FO 2
4. Branch Corporate Services	5. Department/Section Finance	6. Work Location Telework Eligible	Date Sept 2013 Revised Oct 2018; Oct 2021
7. Position No. of Supervisor 33026	8. Descriptive Work Title of Supervisor Assistant Comptroller		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Assistant Comptroller, the Accountant performs accounting duties of some complexity and diversity, requiring knowledge and understanding of the principles, practices and processes of the accounting discipline. He/she/they conducts complex bank reconciliations, administers various accounts, prepares journal entries and schedules, and reconciles accounts at month and year-end.

11. Duties:

Performs a combination of the following duties:

- **Conducts complex bank reconciliations:**
 - Reviews cleared cheques daily to identify any fraudulent cheques or cheque processing errors
 - Responds to banking transaction enquiries from BC Housing staff and co-ordinates with the bank if needed
 - Liaises with the bank regarding bank transaction arrears and errors
 - Ensures that all bank related fees are properly charged as per agreed upon fee schedule and prepares related journal entries
 - Prepares reconciliation for various bank accounts.

- **Records and administers BC Housing Fixed Asset accounts:**
 - Reviews fixed assets transactions monthly, liaises with various department and regions regarding errors/ omissions
 - Prepares monthly depreciation journal entries and ensures calculation accuracy
 - Analyses monthly continuity schedule and prepares adjusting journal entries as required
 - Provides guidance to other departments and regions regarding proper accounting process for fixed asset purchases/ disposals

- **Files GST Return/ Rebate for BC Housing (BCH) and Provincial Rental Housing Corporation (PRHC):**
 - Reviews all GST transactions to ensure the correct coding was used, and the GST amount is recorded under correct categories
 - Calculates GST Self Supply and self-assessment amount for PRHC owned developments and purchases that meet CRA requirements
 - Prepares Input Tax Credit claims, GST rebate claims and GST payments if needed
 - Responds to GST/HST queries from business areas or societies
 - Assists the Comptroller and the Assistant Comptroller in resolving GST issues.

- **Prepares semi-monthly reconstruction levy reconciliation and requests payment to Ministry of Finance (MOF):**
 - Reconciles reconstruction levy data from Licencing and Consumer Services (LCS)'s LIMS system and Moneris database system semi-monthly
 - Analyses the data and identifies or determines amounts that need to be deducted from the payment to MOF
 - Calculates service charge per agreed fee schedule
 - Corresponds with MOF on payment schedule and provides reconciliation on any unbalanced amount.

- **Administers PRHC long term debt mortgage account:**
 - Reviews PRHC mortgage documents and records and reconciles mortgage balances
 - Maintains the mortgage schedule, prepares recurring journal entries and adjusting journal entries
 - Reconciles BCH mortgage subsidy with PRHC mortgage revenue base on the schedule.
 - Assists the Comptroller with year-end mortgage confirmations.

- **Performs other related duties that support the accounting process:**
 - Monitors GL Change Request email Inbox and prepares journal entries as requested by other business areas
 - Monitors RBC Modification email Inbox and makes changes to pending transactions on the bank's website
 - Records pre-paid expenses and setups recurring journal entries
 - Prepares various month-end journal entries
 - Prepares monthly and quarterly schedules for various accounts
 - Analyses construction Business Unit balance by job status
 - Assists Accounts Payable team with utilities, property taxes and Grant-in-Lieu (GIL) coding and prepares reclassification journal entries
 - Assists the Comptroller and the Assistant Comptroller with year-end working paper preparation and other audit requests
 - Participates in system testing and provides suggestions/recommendations for system changes
 - Provides recommendations on streamlining accounting procedures, implements and documents approved procedural changes

- **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
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4. Education, Training and Experience		

Diploma in accounting or other relevant field.

Considerable progressive work 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

- Good knowledge and understanding of the principles, practices and processes of the accounting discipline
- Comprehensive practical knowledge of accounting procedures, working paper preparation, internal controls and business practices;
- Advanced practical knowledge of computerized accounting systems and spreadsheet software (Excel) .
- Excellent oral and written communication skills
- Proficiency with figures and high attention to detail and accuracy;
- Strong analytical, investigative and problem-solving skills;
- Excellent time management skills and ability to work under pressure and meet deadlines;
- Excellent interpersonal and customer service skills

6. Occupational Certification:
