

1. Position No. 81450, 81790, 82047	2. Descriptive Working Title Senior Accountant	3. Present Classification AO IV
4. Branch Corporate Services	5. Department Financial Services	6. Work Location Hybrid – Site Central
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 (BCH) investments, HousingHub-related accounts, Provincial Rental Housing Corporation (PRHC) fixed assets, long-term debts, deferred contributions, and other liability accounts. He/she/they prepares year-end audit preparations and provides guidance on daily accounting activities to other staff in the department.

11. Duties:
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1. Prepares reconciliation and accounting of BC Housing's investment accounts by calculating investment income, reconciling with information provided by external private investment firms, and resolving any issues that arise. Provides monthly reporting of investment balance to Finance Management and Investment Management Committee.
2. Prepares account reconciliation and financial statements for HousingHub projects. Performs daily monitoring of HousingHub Central Deposit Program (CDP) account and related bank transactions. Conducts reviews on transactions to ensure compliance with Ministry guidelines. Prepares journal entries, fund transfers, monthly reconciliation, and monthly financial statements. Supports Finance Management in completing HousingHub audits.
3. Prepares analysis and reconciliation on PRHC fixed assets by maintaining, updating, and preparing reports. Reviews fixed asset accounts to ensure accounting is correct and values are properly recorded. Reviews for accuracy the depreciation rates and grants of recently completed projects. Performs quarterly reporting of completed and work-in-progress on construction projects. Provides financial information and related reports to other departments as needed to assist decision making regarding future property sales, monitoring of carbon emissions, and determining accuracy of property taxes.
4. Monitors Assets Retirement Obligations (ARO) for PRHC buildings by following established processes and working with the Hazardous Materials and Construction Occupational Health and Safety (OHS) team and Capital Planning team. Maintains, updates, and prepares reports. Reviews ARO for accounting and reporting accuracy. Prepares journal entries.
5. Prepares reconciliation on PRHC long-term debts and debentures, deferred contributions and other liability accounts. Maintains PRHC long-term mortgage and debenture schedule, PRHC deferred contribution schedule, and other liability accounts schedules as assigned. Reviews and analyses PRHC mortgages to ensure accuracy and resolve errors. Reconciles interest and payments.
6. Provides guidance to team members on daily accounting activities that include reviews on documents for Executive Committee submission and grant journal entries; BCH unearned revenue account reconciliation, bank

reconciliation, BCH fixed asset accounts management and monthly continuity schedule, semi-monthly reconstruction levy reconciliation and payments to Ministry of Finance, PRHC long-term debt mortgage account, and PRHC work-in-progress business units and grant category updates.

7. Works closely with the Comptroller and Assistant Comptroller to support 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 and 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, 82047	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 field.

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		
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**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, and provide accounting advice to staff with non-financial backgrounds
  - Ability to exercise a high degree of accuracy and attention to detail when working with financial information

6. Occupational Certification:		
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