



Accountant

Job Description

Department: Finance

Date: August 2026

Supervisor: Manager, Finance

Conditions: Full-time, 24-month contract position, remote and in-office

About the Victoria Foundation

The Victoria Foundation exists to uplift people and community. By connecting people who care with causes that matter, we bring donors, charities, First Nations and other groups together to generate ideas, fund solutions and empower projects that address many pressing societal challenges and opportunities. Since 1936, the Victoria Foundation has managed charitable gifts to create permanent, income-earning funds that support hundreds of charities each year. The value of our total assets under administration has increased to over \$650 million since our inception and we have invested over \$400 million into our community. Our growth has enabled us to support and develop innovative programs to help keep Victoria well.

Job summary

Reporting to the Finance Manager, the Accountant will contribute to the overall efficient operation of the Finance Department. As a key member of the Foundation's finance team, the Accountant is responsible for processing financial transactions, updating the general ledger and other accounting-related tasks, projects and initiatives.

Essential duties and key responsibilities

- Enters financial transactions into the financial system and maintains accurate financial records.
- Supports payment processing, including reviewing transactions and generating required reports.
- Monitors and manages shared email accounts.
- Maintains financial processes and procedures, collaborating with other staff to streamline processes, ensure internal controls are maintained and support the development of new processes as needed.
- Vouches payments and prepares payments for secondary review and processing.

- Responds to inquiries from other departments, providing financial data and reporting as required.
- Reconciles monthly bank and investment accounts, prepares the monthly grant slate and other month-end tasks as required.
- Assists with the preparation of donor fund statements, annual audit supporting documentation, tax filings (including GST, T4A and T3010), budget documents and financial reports as required.
- Supports the Finance team and other Foundation staff on financial matters as required.
- Completes administrative tasks, including filing, mailing and other duties as assigned.

Education and experience

- Post-secondary education in bookkeeping, finance, accounting or a related field or an equivalent combination of education, training and experience is required.
- Minimum one (1) year of recent bookkeeping or accounting support experience, preferably in a non-profit environment.
- Experience working with financial and accounting systems.
- Proficient in Microsoft Office 365 (Word, Excel, Outlook, Teams and SharePoint), with intermediate to advanced Excel skills and the ability to learn new technology-based tools and systems.
- Working knowledge of GAAP and ASNPO.
- Working knowledge of CRA reporting requirements & filings.

Other desired qualifications

- Ability to communicate clearly, professionally and effectively with internal and external stakeholders.
- Self-motivated and proactive with strong organizational skills, attention to detail and the ability to manage priorities and consistently meet deadlines.
- Demonstrates sound judgement and discretion in maintaining confidentiality and the privacy and protection of personal and financial information.

Candidates must be willing and able to exhibit:

- Commitment to the mission and values of the Victoria Foundation.
- Interest in the charitable sector, community-led solutions and Asset-Based Community Development.
- Professionalism, discretion and ability to engage effectively with diverse stakeholders.
- Respect for and commitment to reconciliation, equity, diversity, inclusion and accessibility.
- Flexibility, adaptability and a positive approach to learning and supporting organizational change in a collaborative and evolving work environment.
- Curiosity, initiative and a willingness to learn.

The Victoria Foundation is committed to ensuring a diverse and inclusive environment as an equal opportunity employer. We believe it is our unique and individual differences that make us strong. This is also a reflection of the communities we care for and serve.