



Victoria Foundation

Job Title: Senior Accountant
Department: Finance
Date: May 2026
Supervisor: Finance Manager
Conditions: Term position, remote and in-office

About the 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 \$664 million since our inception and we have invested more than \$406 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 Senior Accountant will contribute to the overall efficient operation of the Finance Department. As a key member of the Foundation's finance team, the Senior Accountant will be involved in a variety of daily and monthly finance and accounting related tasks including special projects and initiatives.

Essential Duties and Key Responsibilities

- Works in collaboration with the finance team and other departments to document and streamline processes and ensure appropriate internal controls are in place.
- Reviews and monitors budget reports as directed.

- Prepares and reviews financial dashboards and reports.
- Reviews financial transactions and journal entries as assigned.
- Prepares (in a backup role) and processes journal entries in financial and database systems, including accounts payable, grants and gift records.
- Prepares and/or reviews monthly bank and investment reconciliations.
- Assists with the preparation of fund statements.
- Reviews newly created funds and adjustments of existing funds.
- Assist with the preparation of financial and CRA reporting, including GST, T4A, T3 and T3010.
- Research best practices for financial and tax reporting, as required.
- Financial analysis and research work for development of policies.
- Supports other Foundation staff on financial matters.
- Acts as support and back-up to other finance staff.
- Other duties or ad hoc projects assigned or as required

Education and Experience

- Recently qualified CPA with 3 to 5 years of recent accounting experience, preferably in a not-for-profit or public practice environment.
- Strong knowledge of GAAP, ASNPO and CRA reporting requirements and filings.
- Overall familiarity with various forms of investments and reporting methods with a willingness to develop additional investment skills.
- Proficient in Office 365 (Word, Excel, Outlook, Teams, SharePoint), and comfortable learning and using technology-based solutions and tools (intermediate to advanced skills in Excel).
- Proficiency in managing change, adapting to new regulatory requirements, implementing initiatives, and handling complex transactions.

Other Desired Qualifications

- Strong problem-solving skills with strong research capabilities
- Highly organized and able to effectively manage and prioritize a multitude of tasks while maintaining a high level of attention to detail and meeting tight deadlines
- Strong written and verbal communication skills with the ability to communicate effectively with internal and external stakeholders
- Self-motivated and pro-active with respect to managing workload and an ability to exercise good judgement
- High level of initiative with the ability to work independently as well as collaboratively as a team member
- Personal integrity, and a client service orientation are characteristics that will contribute to success in this position

Candidates must be willing and able to exhibit:

- A genuine commitment to the mandate and values of the Victoria Foundation.

- High level of professionalism, confidentiality, diplomacy and tact, and ability to engage with a wide range of contacts as a representative of the Foundation.
- Respect for listening, learning, and acting on reconciliation, diversity, equity, and inclusion.

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; and this is also a reflection of the communities we care for and serve.