Senior Accountant

Job Description

Department: Finance
Date: July 2026
Supervisor: Manager, Finance
Conditions: Full-time permanent 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 Senior Accountant is a key member of the Finance team responsible for a broad range of accounting activities, including financial reporting, financial analysis, technical accounting expertise, and process improvement initiatives that support the Foundation's financial stewardship. The role combines hands-on accounting responsibilities with financial analysis, reporting, continuous improvement of financial processes, and participation in special projects and organizational initiatives. Working collaboratively across the organization, the Senior Accountant applies sound professional judgment, technical expertise, and strong analytical skills to strengthen financial operations, support colleagues, and contribute to the ongoing enhancement of the Foundation's financial systems, processes, and internal controls.

Essential duties and key responsibilities

- Collaborates with the finance team and other departments to document, strengthen and continuously improve financial processes while ensuring established internal controls are in place and remain effective as systems and processes evolve.

- Reviews and monitors budget reports as directed.
- Prepares and reviews financial dashboards and reports.
- Reviews financial transactions and journal entries to ensure accuracy, completeness, and compliance with accounting standards and Foundation policies 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 reviews monthly bank and investment reconciliations, investigate discrepancies and supports accuracy and integrity of financial records.
- 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.
- Conducts financial analysis and research to support policy development and organizational initiatives.
- Provides technical accounting guidance and support to colleagues on financial matters and reviews work as appropriate, to promote accuracy, consistency and the application of established accounting practices.
- Acts as support and back-up to other finance staff.
- Identifies opportunities to improve financial processes, systems, reporting and internal controls.
- Participates in special projects, process improvements and other related duties as assigned or required.

Education and experience

- CPA designation, or completion of the CPA program within the past two years, with 3 to 5 years of progressively responsible accounting experience, preferably in a non-profit sector or public practice.
- Strong knowledge of GAAP, ASNPO and CRA reporting requirements and filings.
- Familiarity with various forms of investments and reporting methods with a willingness to further develop expertise in this area.
- Proficient in Office 365 (Word, Excel, Outlook, Teams, SharePoint), with intermediate to advanced Excel skills and the ability to learn new technology-based solutions and tools.
- Demonstrated ability to adapt to changing priorities, regulatory requirements and organizational initiatives, while managing complex transactions.

Other desired qualifications

- Strong analytical, problem-solving skills and research capabilities
- Demonstrated ability to exercise professional judgment, identify risks and recommend practical financial solutions.

- Highly organized with the ability to manage a multitude of priorities, maintain a high level of attention to detail and consistently meet due dates.
- Strong written and verbal communication skills with the ability to explain financial information clearly to a variety of audiences.
- Self-motivated and pro-active with respect to managing workload and an ability to exercise good judgement.
- Demonstrates initiative and works effectively both independently and collaboratively.
- Demonstrates integrity, professionalism and a client service mindset.

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.