

## **Accounting Specialist (Part-time 24 hours/week)**

### **The Opportunity**

Knowledge Network, British Columbia's Public Broadcaster and Streamer is seeking a part-time detail-oriented Accounting Specialist to join our Finance team. Reporting to the Director of Finance & Administration and a key member of the Finance department, you'll enjoy a work-life balance while working 3 days (24 hours) per week in a friendly, challenging team environment.

You'll be responsible for a broad and diverse range of activities which support the overall accounting function for the organization. From processing all accounts receivable transactions to coordinating the monthly financial reporting cycle, supporting year-end annual audit processes and ensuring our requirements as a provincial crown corporation and charity are met, you'll have the opportunity to learn and grow while being a crucial team member who touches all aspects of the department and organization.

### **Who We Are:**

British Columbia's Knowledge Network is an independent provincial public broadcaster, operating a free and commercial-free television channel in B.C. and streaming services across Canada. The Knowledge brand is unique – we are not selling a product but providing a service that embodies the values of community, curiosity and understanding.

Our office is located in Burnaby on the traditional, ancestral and unceded lands of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səlilwətał (Tsleil-Waututh) Peoples who continue to steward these lands and waters as they have since time immemorial. We recognize these Indigenous Peoples who actively create, shape and contribute to our thriving communities.

Funded by an annual operating grant from the provincial government and donations from loyal viewers, Knowledge Network offers curated content from all over the world and award-winning Knowledge Originals from BC filmmakers. Our programming informs, enlightens and connects British Columbians to each other and the world.

### **What You will be Doing:**

- Responsible for all entries to the general ledger including journal entries, posting of accounts receivable & payable and payroll transactions.
- Ensuring the input and maintenance of budget changes.
- Managing daily accounts receivable transactions, ensuring the accurate recording of revenue.

- Preparing monthly journal entries.
- Reconciling bank accounts to validate accuracy.
- Maintaining GST and PST accounts, meeting monthly reporting and payment requirements.
- Preparing and submitting the annual Withholding Tax filing.
- Liaising with Knowledge Network's bank to receive and communicate investment information, answering inquiries and maintaining corporate credit cards.
- Working closely with Knowledge's Philanthropy team to record and process charitable donations.
- Supporting the annual audit preparation and implementation including reviewing, reconciling, and analyzing accounts to provide working papers for the auditors and liaising with the auditors to supply information and backup documentation as requested.

## **What You Bring to the Team:**

### **Experience & Knowledge:**

- Minimum 5 years of experience with a well-rounded understanding of different financial aspects from accounts payable, accounts receivable, general ledger, budgets, payroll and purchasing to year-end audits in accordance with GAAP and public sector guidelines.
- Diploma or certificate in accounting, bookkeeping, business administration or other related discipline.
- Proficiency in Microsoft Office, specifically skilled in Excel.
- Proven ability working with databases and accounting software, preferably Sage 300.
- Previous experience with public sector or charitable organizations would be considered an asset.
- Commitment to equity, diversity, and inclusion.

### **Skills & Abilities:**

- Extraordinary accuracy and attention to detail in handling financial data.
- Strong analytical and problem-solving skills, with the ability to identify and resolve discrepancies.
- Exceptional interpersonal, communication and organizational skills.
- Ability to exercise judgement, initiative, and discretion.
- Proven ability to meet deadlines and work efficiently.
- Collaborative and team-oriented, with the ability to work across departments.
- A belief in the value of public broadcasting and a commitment to public service.

## What We Bring:

Knowledge Network is a stable, trusted and inclusive employer. We believe employees are our number one asset. We offer competitive benefits including:

- A Competitive Salary - \$29.92 - \$35.00 per hour. (37,336 - 43,678 annually based on a 24-hour work week)
- A Defined Benefit Pension Plan – Municipal Pension Plan with employer contributions
- Generous Vacation Entitlement - starting at 4 weeks along with 13 annual statutory holidays.
- 100% Employer-paid dental, extended health, vision care for you and your family
- Wellness supports, including an Employee and Family Assistance Program, lunch and learn seminars, and mental health resources.
- Work-Life Balance – hybrid work option with flexible work schedules.
- Training and Professional Development funds to support your continuous learning and development.

Knowledge Network is committed to employment equity and building a skilled, diverse workforce that reflects the communities in which we serve. We welcome applications from all qualified individuals and encourage candidates to voluntarily indicate in their cover letter if they are a member of a First Nations group, Inuk or Métis; a racialized person; a person with a disability; a woman; or LGBTQ2S+.

Knowledge Network is committed to developing inclusive, barrier-free selection processes and work environments. If you require accommodations at any point during the application and hiring process, including but not limited to, mental health, physical disability, religious practices or medical conditions, please let us know by contacting [hr@knowledge.ca](mailto:hr@knowledge.ca).

If you are passionate about this opportunity and want to contribute your experience and expertise, please submit a cover letter and resume to [hr@knowledge.ca](mailto:hr@knowledge.ca), by March 11, 2024. We thank all applicants for their interest; only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada and with the ability to commute to our office in Burnaby.