

Formerly Abbotsford Community Services

JOB POSTING #2026-100-02

INTERNAL/EXTERNAL

Accounting

Financial Analyst

Wage: \$41.03 to \$41.64 per hour

Full Time: 35 hours per week, Monday to Friday

Permanent

Provide Financial Reporting, Analysis and Coordination for the Accounting Program

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

On Site

Job Summary:

The Financial Analyst reports directly to the Accounting Manager and is responsible for preparation and submission of financial reports to interest-holders; analysis, monitoring, coordination and preparation of the Agency's monthly financial statements; year-end working papers for the annual audit; providing assistance in budget preparation and review; and contract coordination, review and management.

Your Role:

Archway's Financial Analyst with the Accounting Program contributes by:

- Recording month-end journal entries, reviewing program income statements on a monthly basis, completing variance analysis and coordinating with program supervisors/managers in addressing any discrepancies.
- Participating in the annual budget process and importing the Agency's program budgets into the accounting software.
- Reviewing postings to general ledger accounts for posting errors and following up on any discrepancies between actual and budget.
- Providing vacation coverage and assistance to the Accounting Supervisor.
- Assisting the Accounting Manager with preparation of the year-end working papers including T3010, for review by the Central Finance Officer prior to the annual audit.
- Process Gaming and Canada Summer Job applications including project-end financial reporting and responsible for contract reviews, coordination and file management.

This position is a great fit for someone with experience preparing financial statements and recording month-end entries and bookkeeping.

Our Offer

- Wage: **\$41.03 to \$41.64** per hour.
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:00 PM.

Benefits include:

- Three weeks pro-rated vacation in your first year; four weeks in your second year.
- Three pro-rated wellness days per year.
- Pro-rated sick leave days per year.
- Opportunity to exchange a statutory holiday for a cultural day celebration.
- A great benefits plan including extended health and dental; you choose your plan.
- A pension plan; Archway meets your contribution.
- Employee and Family Assistance Program.
- Access to online wellness resources including newsletters, physical health videos, and wellness events.
- Free use of Archway's wellness equipment.
- Great in-house training opportunities.
- Rewarding work in a positive and supportive environment.
- Work/Life balance.

Getting an Interview – you will be considered if you have:

- A Post Secondary Degree in Accounting or equivalent level of experience.
- CPA designation.
- At least 4 years' experience preparing financial statements.
- At least 4 years' experience recording month-end entries and bookkeeping.
- Experience working in a multiple cost centre or a multiple related company environment.
- Auditing experience.
- Experience working in a non-profit organization is an asset.
- Experience working in a public practice is an asset.
- Experience working within a team environment.

The Job Requires you to have:

- Strong knowledge of GAAP.
- Strong knowledge of financial internal controls.
- High level of attention to detail and accuracy.
- Strong digital literacy including fluency in Microsoft O365 (SharePoint, Excel, Outlook) and cyber security.
- Working knowledge of Sage Intacct.
- Strong data entry, verification, and analytical skills.
- Well-developed written, verbal, and listening skills.
- Ability to deal professionally, courteously and confidentially with staff, supervisory personnel and external organizations.
- Well-developed organizational and time management skills.
- Able to work in an open office space.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is July 30, 2026.

TO APPLY

Interested applicants are to reference **Posting # 2026-100-02** in the subject line.

Please submit your resume online to: [Avanti](#)

Subject: Job Posting # 2026-100-02

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.