



VANCOUVER ABORIGINAL CHILD & FAMILY SERVICES SOCIETY

Our Children, Our Future, Our Responsibility

Senior Accountant

Position: Senior Accountant, Finance Systems
& Operations Lead

Status: Permanent Full-time, Excluded

Department: Finance

Location: 745 Clark Drive, Vancouver, BC

Salary: \$96,326.65 to \$109,999.53 annually

Posted Date: October 7, 2026

Closing Date: Open until filled

At VACFSS, we ensure that the rights, safety, well-being and spirit of Indigenous children and families are upheld, honored, and protected. We strive to eliminate oppression, discrimination, and marginalization within our community. We acknowledge and honor the inherent wisdom, capacity, and resourcefulness of our community in designing programs and services to care for our own children and families. Accordingly, we are dedicated to planning, developing, and implementing creative and innovative Indigenous programs and services in collaboration with members of our community and other agencies.

***Join an Agency that strives to provide services to strengthen Indigenous families culturally and spiritually!
Receive a competitive salary of \$96,326.65 to \$109,999.53 per annum PLUS a comprehensive benefits package!
Take on a challenging role that provides membership in the Public Service Pension Plan!***

Reporting to the Director of Finance, the Senior Accountant, Finance Systems & Operations Lead is responsible for providing operational leadership, supervision, and technical accounting expertise within the Finance Department.

The incumbent coordinates day-to-day finance operations and supports the effective delivery of financial services through staff supervision, payroll review, bank reconciliations, financial reporting support, internal control oversight, and workflow management. The position also provides leadership for finance systems administration, process improvement initiatives, workflow automation, reporting enhancements, and future ERP implementation activities.

Working collaboratively with the Director of Finance, Senior Accountant (Financial Operations), Finance Clerks, Payroll Clerk, Directors, Managers, external auditors, funders, software vendors and consultants, the position contributes to the modernization, effectiveness, efficiency, and sustainability of Finance Department operations.

Provides operational coverage and backup support to the Senior Accountant and Finance Clerks during periods of leave or peak volumes. Performs other related duties as assigned, consistent with the qualifications and scope of the role.

KEY DUTIES & RESPONSIBILITIES:

- Responsible for the day-to-day supervision of Finance staff and for fostering a respectful, collaborative, and supportive work environment.
- Participates in the planning, development, implementation, and evaluation of departmental goals, objectives, programs, and services.
- Assists the Director of Finance in identifying opportunities to improve financial processes, strengthen internal controls, increase operational effectiveness, and support organizational priorities.
- Coordinates the day-to-day activities of the Finance Department to ensure workloads, priorities, deadlines, and service requirements are appropriately managed.
- Provides a crucial role in performance management by providing positive feedback, identifying opportunities for growth and development, and assisting staff in developing the knowledge, skills, and abilities necessary to achieve departmental objectives.



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- Supports the development, implementation, monitoring, and evaluation of organizational budgets in collaboration with Directors, Managers, and Finance staff.
- Assists with budget preparation processes, forecasting activities, variance analysis, financial reviews, and budget-related reporting.
- Ensures administrative controls are in place to evaluate functions including budgets, operational deployment, approved leave management, performance reviews, and accounting reconciliations to ensure compliance with organizational policies, procedures, and guidelines.
- Ensures financial controls are established, maintained, and monitored to support compliance, accountability, accuracy, and risk management.
- Provides leadership for finance systems initiatives including finance software administration, ERP evaluation and implementation, systems enhancements, reporting improvements, workflow automation, and process redesign initiatives.
- Prepares and reviews reconciliations, analyses, schedules, and working papers required for internal reporting, external audits, funder reporting, and regulatory compliance requirements.
- Ensures documentation remains current and reflects changes in legislation, systems, organizational requirements, departmental procedures, and operational processes.

This position requires a high degree of relational engagement. The role will provide support based on VACFSS Indigenous Core Cultural Competencies and the values of respect, strength-based practice, humility, integrity, and belonging. Communication and work occur within a governance context of the organization. This role requires practical knowledge of the day-to-day activities of the Finance Department, and awareness of the strategic importance of project execution. This role performs all other duties related to the position as assigned by the Director carrying out the mission and mandate of the agency.

A comprehensive position profile will be available to candidates shortlisted for the position.

INDIGENOUS CORE CULTURAL COMPETENCIES:

- Relational Engagement
- Collaborative Planning and Decision Making
- Resilience
- Leadership
- Emotional Competency
- Cultural, Spiritual Expression

QUALIFICATIONS:

Required:

- Degree in Finance, Accounting, Commerce, Business Administration, or a related discipline.
- CPA designation, CPA candidate in good standing, or an equivalent combination of education and progressively responsible accounting experience.
- Minimum five (5) years of progressive accounting and financial management experience.
- Demonstrated experience in financial reporting, payroll review, reconciliations, budgeting, forecasting, and internal control environments.
- Minimum two (2) years of recent experience supervising staff, assigning work, coordinating workloads, providing coaching, performance management support, development or performing operational leadership functions.
- Experience participating in finance system implementations, accounting software upgrades, process-improvement initiatives, workflow redesign projects, automation initiatives, or operational change activities.
- Demonstrated ability to identify opportunities to improve financial processes, reporting, internal controls, or operational efficiency.
- Experience working with computerized accounting systems and financial reporting software.
- Strong proficiency with Microsoft Office applications, particularly Microsoft Excel.



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- Demonstrated ability to learn, adapt to, and support new financial systems, technologies, and reporting tools.
- Training in Leadership and Supervision.

Preferred:

- Additional education, certification, or coursework in Leadership, Management, Project Management, Business Systems, Information Systems, Process Improvement, Continuous Improvement, or Change Management.
- Previous experience working in a not-for-profit organization.
- Experience working with Indigenous organizations, government-funded programs, contribution agreements, or social service agencies.
- Experience working within a unionized environment.
- Experience serving as a lead or key contributor on ERP implementations, finance system conversions, accounting software upgrades, automation initiatives, or significant process-improvement projects.
- Experience implementing paperless processes, workflow automation, electronic approval systems, or accounts payable automation solutions.
- Experience documenting, reviewing, and redesigning business processes to improve efficiency, internal controls, and service delivery.

OTHER REQUIREMENTS:

- This position may involve extended working hours, evenings and some weekends.
- Computer skills including Microsoft Office.
- Criminal Record Check, a valid BC Driver's License and access to a safe, reliable vehicle.

BENEFITS:

- Extended health and dental
- Group life and AD&D
- Employee and Family Assistance Program
- 100% employer-paid premiums
- 4 weeks of vacation
- Public Service Pension Plan
- Access to VACFSS' Staff Support Counselor
- Access to Indigenous Cultural Teachings as coordinated by the Agency

APPLICATION PROCESS:

Applicants may apply by using the following link: <https://canada.gethired.com/a/de407e18-ff75-4d65-b667-7d09b4f68827>

We thank all candidates for their interest; however, only those selected for an interview will be contacted. VACFSS values a diverse work force, preference may be given to qualified Indigenous candidates as per Section 41 of the Human Rights Code.

Situated on the unceded and occupied territories of the Coast Salish Peoples, including the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Selilwitulh (Tsleil-Waututh), and Stó:lō nations.