



JOB OPPORTUNITY - **"Accountant"**

The BC Muslim Association (BCMA) has a vacancy for a fulltime systems-oriented Accountant position, to join its Shared service Center , SSC, Team, at its Head Office in Richmond B.C.

The BCMA was established in 1966 and is one of the largest Muslim not-for-profit organizations in Canada serving the Muslim community of B.C. through its branches, chapters, and schools.

Main duties include:

- Full cycle accounting using Sage software.
- Bank and balance sheet reconciliations
- Electronic data management, data exchange, and data retention.
- Accounts Payable and payments
- Accounts Receivable and collection
- Inventory and fixed assets controls
- Membership, tuition, and donors accounting
- Payroll, benefits, and statutory deductions

Skills and Qualifications:

- Relevant post secondary degree, in Business or in Accounting, (Accounting designation, or preparing for one, is a plus, but not a condition)
- Minimum of 5 years work experience in accounting and financial reporting
- Proficiency in MS Office, Excel, and Word
- Experience in Sage 50, Sage Intacct, or a similar accounting software
- Strong oral, written and presentation communication skills
- Analytical and problem-solving skills
- Excellent interpersonal and teamwork skills
- Comfortable with working in a multicultural environment
- Eligible to work in Canada.

Salary & Benefits: Compensation commensurate with educations and experience.

To apply, please email your resume and a cover letter to:
treasurer@thebcma.com

Application Deadline: **April 16, 2023**