



## **Job Description: Intermediate Accountant**

Department: Finance

Reports to: Executive Director

Location: Quadra Island, BC

### **About the Tsakwa'lutan Healing Centre**

We, the We Wai Kai Nation, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive by following the footsteps of our ancestral history as stewards of our lands and waters, while balancing our role in modern-day society.

The Tsakwa'lutan Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

### **Position Overview**

The Intermediate Accountant is responsible for full-cycle bookkeeping, financial reporting and related administrative functions for the Healing Centre. This role ensures the accuracy and integrity of financial information, supports budgeting and audit activities, maintains organized financial administrative systems, and contributes to the smooth daily functioning of the Finance Department.

Reporting to the Executive Director, the Intermediate Accountant works closely with the We Wai Kai Nation's Finance team, clinical staff, and external partners to support funding requirements, reporting obligations, and the overall financial health of the Centre. The role requires professionalism, cultural sensitivity, strong organizational abilities, and a commitment to confidentiality.

### **Key Responsibilities**

#### **Financial Management & Bookkeeping**

- Record financial transactions, including accounts payable and receivable, payroll, and journal entries
- Maintain accurate and organized financial records for all Centre operations
- Process invoices, vendor payments, staff reimbursements, and bi-weekly payroll
- Reconcile bank accounts, credit cards, and general ledger accounts
- Manage client billing processes and funding allocations; ensure accuracy and timely reporting
- Prepare T4s, T4As, ROE's and other statutory filings for authorization by senior finance staff
- Ensure expenditures are authorized according to Centre and Nation policies



- Maintain and modify business processes in collaboration with the Executive Director and senior finance team

#### Financial Reporting & Budgeting

- Prepare month-end packages and assist senior finance staff in the preparation of the year-end working papers
- Review monthly variances and report variances to the Executive Director and senior finance team
- Manage the general ledger to the budget and ensure all expenses are appropriately coded and advise when amendments are required to support the budget planning cycle
- Under the guidance of the senior finance team prepare working papers for annual audit and funding agency reviews
- Review and ensure compliance with all Healing Society funding agreements
- Ensure compliance with regulatory reporting including source deductions, GST, WCB and other excise taxes

#### Administrative Operations

- Provide financial administrative and process support for the Executive Director and senior management team including payroll administration, filing, correspondence, and document organization
- Assist the Executive Director, Human Resources Department and senior finance staff with administering the employee onboarding process and employment records
- Develop systems to manage the financial administrative processes of the Centre including credit card expense management, financial coding, and client billing management including incidentals
- Ensure all administrative processes in Finance meet privacy, confidentiality, and data-protection requirements

#### Collaboration & Communication

- Participate in team meetings and support cross-departmental communication
- Provide financial insight in a clear and concise manner to non-financial staff
- Serve as a positive representative of the Centre when engaging with clients, staff, community members, and external partners

#### Qualifications

The successful candidate will possess a combination of education, experience, technical expertise, and cultural competency, including:

- Post-secondary education in accounting, finance, business administration, or an equivalent combination of training and experience
- Minimum 3–5 years of bookkeeping or finance experience; experience in health, social services, or First Nations organizations is an asset



- Strong understanding of bookkeeping principles, financial reporting, budgeting, and audit processes, including preparation of month-end, year-end, and audit documentation
- Proficiency in accounting software (e.g., Adagio, PayDirt, Sage Intacct) and Microsoft Office applications
- Strong organizational skills with exceptional attention to detail and the ability to exercise sound judgment
- Ability to work independently, prioritize competing demands, meet deadlines, and adapt to shifting priorities in a healing-centred environment
- Demonstrated ability to work effectively as part of a diverse team of clinical and administrative professionals, with strong interpersonal and communication skills and a commitment to confidentiality
- Demonstrated experience working with Indigenous communities and an understanding of Indigenous governance, values and protocols
- Ability to support traditional healing practices and cultural protocols, and willingness to engage in ongoing learning related to cultural safety, reciprocity, and relationship-building
- Ability to communicate with empathy, humility, and respect in all interactions
- Knowledge of addiction recovery environments or mental health services is an asset

#### Working Conditions

This position may work at the Healing Centre on Quadra Island and at the We Wai Kai Nation head office in Campbell River.

Job Type:	Full-Time
Hourly Wage:	\$33-36 per hour
Schedule:	Monday to Friday 8:30am-4:30pm
Benefits:	Dental, Medical, critical illness (100% coverage)
Pension:	Pension plan matching up to 9%
Travel:	Ferry reimbursement

Deadline: January 26, 2026

If you are interested in this opportunity, please submit your resume and cover letter to [careers@wewaikai.com](mailto:careers@wewaikai.com).

Tsakwa'lutan Healing Centre is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.