



## Accountant

RGF Integrated Wealth Management (RGF) is an independent integrated financial services firm with over 60 people, located in Vancouver. This full-time position is an intermediate accounting role in a small but busy department, reporting to the Accounting Supervisor. Key areas of responsibility are General Accounting, Financial Statement preparation, Commission Accounting, Accounts Payable, Payroll and Group Benefits Plan Administration.

This position deals with all staff and advisors, as well as outside suppliers and vendors, and requires that matters be handled professionally, timely and confidentially.

The ideal candidate works well independently and also as part of a team environment.

Remuneration includes a competitive benefits package and education support.

### Required Skills and Experience

- Minimum of 2+ years hands-on accounting experience including understanding of accounting principles and financial statement reporting
- Post-secondary education including a Diploma in Accounting (2 year) or enrollment in the CPA program, or some combination of accounting education and experience
- Experience in full payroll function including CRA rules, payroll taxes, remittances, payroll source deductions and BC Employment Standards with respect to payroll
- Experience with accounting software (preferably Sage 300)
- Experience with Payroll software services (preferably Canadian ADP TeamPay)
- Strong proficiency in Microsoft Excel and Word
- Strong attention to detail, organizational skills, and ability to prioritize tasks
- Excellent communication skills both verbal and written
- Self-motivated and results oriented

### Duties and responsibilities

- Financial Statements - prepare monthly financial statements for multiple companies including compiling commission and A/P data, posting to the general ledger, preparing and entering standard monthly and adjusting journal entries
- Commission Accounting - reconcile and allocate commissions and cash receipts
- Accounts Payable - maintain and monitor accounts payable to ensure all supplier invoices are paid accurately and timely

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- Payroll management - process bimonthly payroll using ADP Canada's TeamPay online payroll system, and periodic payroll analysis including mid-year and year end T4 reconciliations
- Banking – Cash balance maintenance including bank deposits of commission and other cheque receipts, and preparation of monthly bank reconciliations
- Prepare and file GST, PST and Employer Health Tax returns
- Group Benefits Plans Administration and other administrative HR items as required
- Other –
  - over time transition certain monthly accounting functions from the Accounting Supervisor
  - preparation of / assistance with various financial analysis and other reports, as required
  - project support as necessary

To apply for this role, please email your resume and cover letter, including salary expectations, to [recruiting@rgfwealth.com](mailto:recruiting@rgfwealth.com). Applications must include "Accountant" in the subject line of the email. Only those applicants selected for an interview will be contacted. No agency enquiries will be accepted.