



We're hiring an Accounting Manager

- Richmond BC
Spark your passion, ignite change!

Bring your leadership to a role where people and purpose come first. At Aspire Richmond, you'll join a values-driven nonprofit supporting adults with developmental disabilities to live with dignity, belonging, and real choice. You'll be part of a team that leads with inclusion, invests in staff, and works alongside families and community partners to make lasting changes.

With deep roots in the Richmond community, we bring 40 years of program delivery and nearly 400 employees together around one purpose: creating communities where everyone belongs. We live our commitment to inclusion through strong relationships, practical advocacy, and everyday kindness and we aim to treat our employees with the same care and respect as the individuals we support. Along with work that matters, you can expect flexibility, robust professional development, comprehensive compensation, and room to grow.

Accounting Manager (Permanent, Full-time) – Richmond, BC

Salary: \$80,000 ~ \$86,000

We are seeking an Accounting Manager to join our team. Reporting to the Director of Finance, you will provide leadership in partnership with the Director and oversee full-cycle accounting operations, including AP/AR, payroll, month-end and year-end close, reconciliations, financial reporting, and fund tracking to ensure strong stewardship of our financial resources.

This is an excellent opportunity to make a meaningful impact by strengthening financial reporting, supporting budgeting and compliance, enhancing processes and systems, and providing day-to-day leadership that enables our programs and services to operate effectively.

WHAT YOU'LL LEAD & SUPPORT

- Oversee full-cycle accounting operations, including AP/AR and payroll
- Lead month-end and year-end close processes, including accruals, deferrals, and adjusting entries
- Prepare monthly, quarterly, and annual financial statements, and reconcile key general ledger accounts
- Coordinate annual audit requirements and prepare supporting reports, schedules, and documentation for auditors
- Perform bank and fund reconciliations, and support statutory reporting, funder reporting, and KPI distribution
- Ensure timely compliance filings, insurance renewals, and tracking of restricted funds and grant expenditures
- Support annual budgeting, budget-to-actual analysis, and continuous process improvements across finance systems and workflows
- Partner with the Director of Finance to lead, coach, and develop staff, while fostering a safe workplace and continuous professional growth

WHAT YOU'LL BRING

The ideal candidate is a detail-oriented, collaborative, and solutions-focused finance professional with strong technical accounting expertise and leadership experience. You also bring:

- Post-secondary degree in Accounting or Finance
- CPA designation (required)
- 5–8+ years of progressive accounting and finance experience, including team leadership
- Experience in, or a strong understanding of, non-profit or public sector environments, including unionized settings
- Intermediate to advanced Excel skills, with strong analytical and organizational abilities
- Knowledge of ERP systems and automation tools such as Multiview and Inclusion

Aspire Richmond offers a continuum of care throughout the lifespan of an individual with a disability. This includes early intervention support for infants and children, child and youth care, adult day and residential services, employment options and more.

We offer extensive professional development so you can make a meaningful impact right away and keep growing as a leader. If you share our passion for building a community where everyone belongs, we'd love to hear from you. Our work is rooted in trust, openness, fairness, respect, responsiveness, and continuous learning.

In addition to creating rewarding relationships, we offer:

- Comprehensive employer paid benefits package (health, wellness, vision and dental)
- Professional development and career growth opportunities.
- Access to Municipal Pension Plan.

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