

Date posted: March 28, 2023

The Butchart Gardens is looking for an individual to fill the following position:

DEPARTMENT: Accounts
POSITION: Director of Accounting

The Butchart Gardens is a pre-eminent display garden covering 55 acres of a 130-acre estate. Located on southern Vancouver Island, we have been in business for 119 years and have become one of the most famous private gardens in the world, largely thanks to our staff who have carefully safeguarded the high standards for which we have become internationally renowned. We are open year-round and are host to over 1 million visitors each year from around the world. We are looking for a Director of Accounting to join our team in a challenging work environment within an incredibly beautiful setting.

As the most senior level financial executive reporting to the CEO, Board and Owner, we expect you to:

- Provide leadership and support to the Accounting, Accounts Receivable, Accounts Payable, Payroll and Purchasing/Receiving departments
- Be responsible for implementing & maintaining internal controls to safeguard the company assets
- Prepare and process in-house executive payroll for the Managers, Directors, and Senior Executives
- Be responsible for the company's property & liability insurance, prepare forecasts & projections for renewal, and review annually for adequate coverage
- Ensure accounts receivable billings are in accordance with our company contracts
- Manage cash liquidity, investments, and cash requirements for daily operations
- Prepare and analyze financial forecasts and cashflow projections
- Lead all aspects of the accounting functions including financial reporting, management reporting, budgeting, and planning
- Coordinate and prepare annual operating and capital budgets, assist department Directors with their budgets, and monitor budget targets
- Prepare and compile weekly and monthly reports to department Directors and Senior Executives
- Prepare financial summary for Board meetings
- Ensure compliance with accounting and financial policies & procedures and tax legislation
- Be responsible for all year-end financial and tax reporting for the company, the parent company, and the associated company
- Prepare annual reports, year-end audit file and attend committee meetings for the Pension Plan
- Consult with external accountant regarding on-going tax and financial planning for the Owner and the three associated companies

The Ideal Candidate will possess the following:

- A professional accounting, CPA, designation
- A minimum of 10 years' experience in a senior accounting management role
- Strong communication, supervisory and interpersonal skills
- Superior time management, analytical and computer skills
- Ability to adapt, undertake multiple tasks and respond to changing priorities

This is a full-time, year-round position with a comprehensive benefit package after probation period. To be considered for this great opportunity, please send your resume to:

The Butchart Gardens Ltd. 800 Benvenuto Ave, Brentwood Bay BC V8M 1J8
Fax: 250-544-4455, email: hr@butchartgardens.com

***We sincerely thank all applicants; however, only short-listed candidates will be contacted.
You must be legally permitted to work in Canada to be considered.***