



Job Title: Junior Accountant

Reports To: Director of Finance

Location: Port Coquitlam, BC – National Office – Hybrid (2 days in office/week)

Employment Type: Full-Time Permanent (35 hours/week)

Salary Band: \$55,000-\$60,000 annually

The Terry Fox Foundation

The Terry Fox Foundation stands as one of Canada's most iconic and impactful charitable organizations, rooted in the extraordinary legacy of Terry Fox. In 1980, after losing his leg to osteogenic sarcoma, Terry embarked on the Marathon of Hope, a cross-country run to raise awareness and funds for cancer research. His journey, marked by courage, resilience, and unwavering determination, captured the hearts of Canadians and inspired a nationwide movement.

Although Terry's run was cut short after 143 days when his cancer returned, his dream lives on. Today, the Terry Fox Foundation continues to uphold his vision by funding innovative cancer research and inspiring millions through his story. With over 10,000 annual Terry Fox Runs held in communities across Canada, the Foundation plays a vital role in fostering national unity, promoting health and wellness, and advancing scientific discovery. For over four decades, the Foundation has united Canadians in the pursuit of a world without cancer.

Every donation, every step taken in Terry's name, fuels groundbreaking research and brings hope to millions. Joining the Terry Fox Foundation means becoming part of a legacy that dares the impossible and works every day to make it possible.

Position Summary

The Junior Accountant plays a key role in supporting full-cycle accounting activities across Accounts Payable, Revenue, and other core finance functions. This role thrives in a fast-paced environment with tight deadlines, requiring strong organization, attention to detail, and the ability to contribute to continuous improvement initiatives.

Key Responsibilities

Accounts Payable & Vendor Management

- Accurately process and record vendor invoices in a timely manner.
- Review invoices for correct approvals, coding, and supporting documentation.
- Review monthly corporate credit card reconciliations, ensuring receipts and expense coding are submitted and recorded.
- Review monthly Imprest (petty cash) reconciliations for accuracy and completeness.
- Support weekly vendor payments via EFT, e-transfer, or wire.
- Maintain vendor records and respond to internal and external inquiries.
- Assist with AP aging analysis and follow-up on outstanding items.
- Contribute to ongoing improvements in AP processes and internal controls.



Revenue & General Accounting

- Assist with revenue reconciliations and supporting schedules.
- Support revenue recognition activities and documentation.
- Help prepare GST/HST remittances and other federal/provincial filings.
- Support month-end and year-end close and audit processes.

Financial Controls & Continuous Improvement

- Participate in finance improvement initiatives from idea generation to implementation.
- Assist in developing and strengthening internal controls and finance policies.
- Perform ad hoc tasks, analyses, and reporting as required.

Qualifications

- Degree in Business, Accounting, or Finance.
- 2+ years of hands-on general accounting experience.
- Experience in accounts payable, account reconciliations, or government remittances is an asset.
- Experience with Sage Intacct and Salesforce is an asset.
- Working toward a CPA designation (or equivalent) is an asset.

Skills & Competencies

- Strong planning skills with the ability to meet deadlines.
- Effective problem-solving skills with the confidence to propose solutions.
- Resilient, proactive, and able to work independently.
- High attention to detail and accuracy; able to manage multiple priorities.
- Adaptability in a fast-paced, deadline-driven environment.
- Organized, reliable, and comfortable working both autonomously and collaboratively.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office, especially Excel.
- Eager to learn, grow, and support evolving finance processes.

How to Apply

Your talents, passion, and dedication will help us continue Terry's legacy and make a lasting impact in the lives of so many. To begin a meaningful new journey with us, please submit a cover letter and resume, to careers@terryfox.org

We are dedicated to employment equity, and we value diversity in the workplace. If you require any accommodation during the recruitment process, please reach out to us.

To be considered for this position, applicants must be legally eligible to work in Canada at the time of application. The Terry Fox Foundation is unable to support work permit or immigration applications for this role. Employment is contingent upon the Foundation's receipt of all required documentation.



While we thank all applicants for their interest, only those selected to move forward in our screening process will be contacted.