



WHO WE ARE

Modo's Purpose is to transform communities by connecting people with places in a way that's affordable, convenient, inclusive and sustainable. Driven by people, not profit, we are a pioneer in the carshare sector — in fact, we were the first to open shop in Vancouver and Victoria back in 1997 — and Modo has remained the region's only member-owned carshare co-operative. We are fueled by our desire to create more livable communities by reducing our collective dependency on car ownership, and our promise is to provide exceptional value and customer service, convenience, choice and an enjoyable carsharing experience. Modo is a thriving co-operative in the fast-paced and competitive shared mobility sector and our employees tell us they are 100% connected to our Purpose. Read more about Modo at www.modo.coop.

WHAT OUR ACCOUNTANT WILL DO

You will help fulfill the Modo promise of an exceptional carsharing experience by ensuring that Modo's books are in order. Reporting to Modo's Director of Finance, you will work collaboratively with other contributors to the Finance team, an integral part of Modo's operational success. There is also opportunity within this role to educate and elevate all other Modo functional areas in terms of financial literacy and processes. The job duties and responsibilities include:

Gather and monitor financial data – daily

- Review all customer transactions by gathering data from Modo's database external sources
- Review and reconcile employee transactions on Modo credit cards
- Liaise with financial service providers to reconcile issues
- Prepare bank reconciliations monthly
- Report and escalate and discrepancies and issues as required

Prepare monthly and annual statements – monthly

- Prepare Modo's income statement and balance sheet, and detailed reconciliations for all balance sheet accounts
- Assist in determining trends or outliers in financial statements and reviewing sources of such events
- Perform month-end and year-end close processes

Manage and prepare taxes

- Prepare GST and PST reconciliations and resolve any discrepancies
- Prepare and file GST and PST returns

Administer payroll – bi-weekly

- Prepare payroll reconciliations for bi-weekly payroll and liaise with 3rd party payroll provider to ensure staff are correctly paid
- Review and enter employee expense reports as received
- Prepare remittances for WorkSafeBC

Assist with external audits – annual

- Ensure financial data are accurate and available for audit purposes
- Prepare year end reconciliations, trial balance and working papers for audit
- Assist auditors and internal stakeholders when information is required



Assist with other finance duties as required, including:

- Processing and handling member payment transactions
- Processing transactions for vendors and third-parties
- Accounts receivable and collections

The qualifications, skills, and experiences that would make you an ideal candidate:

- Proven work experience as a financial accountant or similar role;
- Advanced knowledge of accounting software such as Sage;
- Advanced knowledge of MS Excel ;
- Knowledge of online pay administration systems;
- In-depth understanding of business bookkeeping procedures and accounting regulations;
- BSc in Accounting, Finance, or related field, or equivalent;
- Additional certification in accounting an asset.

THE ATTRIBUTES WE ARE LOOKING FOR

Our business is built on exceptional member service. We set the bar high and strive to exceed member expectations. To excel in this position, you need to be prepared to deliver outstanding service by having:

- Confidentiality;
- Must have excellent math skills and exceptional attention to detail;
- Must have the ability to multi-task and use sound judgement to prioritize activities;
- Must have strong organizational abilities and good time management abilities;
- Must demonstrate strong personal initiative and the ability to work independently;
- Must demonstrate a service-oriented attitude and willingness to pitch in and collaborate.

WHAT WE OFFER OUR EMPLOYEES

Modo attracts and retains the best. This is an exciting time for Modo and this position provides an opportunity to make your mark in an evolving industry. We are a fun and friendly company with a personable and professional member service offering. If you like working with a successful team and representing a longstanding, recognized and well-respected brand, this job would be perfect for you. We have plans for growth and maximizing member service and want the right people to grow with us.

Modo encourages and welcomes all qualified candidates. We pride ourselves on being an equal opportunity organization and encourage applications from all individuals, including those identifying with traditionally underrepresented groups. We are dedicated to maintaining a healthy, productive, and respectful work environment, free from bullying, harassment and discrimination, and in which all are treated with dignity.

You'll be trained and have continued support from a close-knit team who are committed to your success. We offer a competitive wage based on experience, benefits, and vacation pay.



Job Posting
Accountant – full time, permanent

HOW TO APPLY

Please submit your application package to jobs@modo.coop. Your application package should include your resume and cover letter describing why you're our ideal candidate.

Only applicants providing a strong application package will be considered. Due to the anticipated volume of applications, only those selected for interviews will be contacted. We thank you for your application and appreciate your interest in Modo.