

Internal/External Job Posting

Job Title	Accounting Assistant
Details of the Position	The Accounting Assistant provides a variety of accounting and bookkeeping duties, including accounts payable, basic payroll support, general ledger and banking support, and other basic tasks.
Job Description	Attached
Classification and Grid	Bookkeeper, JJEP Wage Grid, Level 10
Hours	22 hours/week
Starting Pay Rate	As specified in the Collective Agreement
Benefits	As specified in the Collective Agreement
Start Date	Immediately
Supervisor	Director of Finance
Additional Information	The Accounting Assistant will be required to maintain confidentiality regarding all accounting and payroll information. This position requires union membership and satisfactory completion of a criminal record search.
Date Posted	June 5, 2019

Deadline for Submitting Applications: June 19, 2019

Send Application to:
Lorelle Posten
Director of Finance
careers@vwth.bc.ca

Job Description

Job Title:	Accounting Assistant
Benchmark and Grid:	Bookkeeper, JJEP Wage Grid, Level 10
Job Summary:	The Accounting Assistant provides a variety of accounting and bookkeeping duties, including accounts payable, basic payroll support, general ledger and banking support, and other basic tasks.
Reports To:	Director of Finance
Key Duties And Responsibilities:	<p>1. Accounts Payable:</p> <ul style="list-style-type: none"> - verify invoices against purchase orders, extensions, additions, prices and taxes on invoices and statements - code invoices and enter into accounts payable system and process - prepare, enter and balance manual cheques - billings to benefits providers - prepare month-end accounts payable posting/filing <p>2. Payroll Support:</p> <ul style="list-style-type: none"> - preparation and organization of data entry and analysis of time sheet information - preparation of reports for payroll – total hours, allocation of hours, accumulated time off, vacation, staff development, sick, seniority - assist with payroll data entry when required <p>3. General Accounting</p> <ul style="list-style-type: none"> -code bank deposit revenues and enter to GL -prepare journal entries for review -reconcile bank and other accounts -assist in monthly and quarterly processing and financial statement preparation

	<p>-chart of accounts and general ledger maintenance</p> <p>4. Banking and Deposits</p> <ul style="list-style-type: none"> - prepare deposits, verifying donation lists - prepare deposit statement for general ledger entry - verify and balance petty cash expenses <p>5. Budget, Audit, and other Support</p> <ul style="list-style-type: none"> -assist in preparation for annual budget and audit by producing summaries, reports and analysis - assist with other tasks and special projects as time permits and as required <p>6. Performs other related duties as required.</p>
<p>Qualifications:</p> <p>Education, Training and Experience:</p> <p>Job Skills and Abilities:</p>	<p>This position requires a minimum of two years experience in bookkeeping or equivalent education, training and experience, demonstrating a thorough understanding of accounting tasks and processes, and the basics of payroll administration.</p> <p>Excellent computer skills, including ACCPAC modules (general ledger, payable and receivable), Paymate, Excel, Simply and Outlook.</p> <p>The position requires an ability to organize detailed work, strong time management skills and attention to detail and accuracy. Ability to take initiative, manage your own workload and work both independently and as part of a team are critical.</p>
<p>Additional Information:</p>	<p>The Accounting Assistant will be required to maintain confidentiality regarding all accounting and payroll information.</p>

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