



inclusion  
powell river

## Job Posting #21-269 Accounting Assistant

### We are currently hiring for an Accounting Assistant

<b>Program:</b>	Finance
<b>Job Status:</b>	Temporary Full Time (possibility of becoming permanent)
<b>Annual Salary Range</b>	\$42,900 - \$52,650 based on qualifications & experience
<b>Hours of work</b>	Monday to Friday 8:30 am – 4:30 pm; 37.5 hours per week
<b>Closing date:</b>	October 15, 2021
<b>Additional Details:</b>	This position is open to male, female and non-binary applicants This position is EXEMPT

### Nature of Position


The Accountant's Assistant provides a variety of accounting, bookkeeping and general clerical and receptionist duties following generally accepted accounting procedures (GAAP) using manual and electronic accounting systems. He\she is typically responsible for processing accounts payable and accounts receivable, compiling statistical and financial information, typing correspondence, filing and assuming receptionist duties. He or she ensures all work is timely, complete, and accurate. The Accountant's Assistant supports the Administration team, the INCLUSION POWELL RIVER Leadership and the Board of Directors and thereby contributes to the smooth operation of the Administration offices and the organization. The Accounting Assistant is familiar with and participates in ensuring that the strategic goals of the agency are met. He or she stays up to date and ensures all work meets accreditation standards.

### Job Skills and Abilities

- Demonstrated ability to work as part of a team.
- Positive and creative problem solving abilities.
- Ability to organize work and carry out duties independently.
- Ability to work under pressure and meet cyclical deadlines.
- Excellent ability to manage and operate computerized accounting and payroll systems.
- Good oral, interpersonal and written communication skills

### Key Duties and Responsibilities

1. Maintains manual and electronic record keeping and filing systems to meet internal and external requirements. Gathers and compiles appropriate information.

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2. Maintains and updates accounting records such as: recording, posting and processing accounts receivable and payable; journal and ledger entries; preparing various accounting summaries; spreadsheets; lists and reports using established electronic and inclusion powell river Page 2 of 3 manual systems. Prepares and distributes reports.
  3. Prepares agency, client\resident and other invoices. Reconciles bank accounts. Collects and tracks rent cheques or other income.
  4. May perform other accounting related functions such as: revenue and expense and financial statement preparation; preparation and submission of tax, deduction and other amounts to various agencies; preparation of journal vouchers and posting of summary amounts to the General Ledger.
  5. Participates in the performance analysis process by assisting administrative team to produce specific reports from accounting data as required.
  6. Demonstrates proficiency in the use of all software and electronic data management systems required for this position including but not limited to Com Vida, Sharevision and Excel. Is able to coach and mentor other staff in the use of these systems. Can design new queries and create spreadsheets as needed to manage, monitor and report on data.
  7. Covers payroll clerk position and duties as required
  8. Performs secretarial and clerical duties when required. Composes routine correspondence, types and files related to payroll and accounting and more general documents when required.
  9. Performs receptionist duties including answering in-person and telephone inquiries, taking and relaying messages. Represents the Association positively and professionally at all times.

## Qualifications

### Education, Training and Experience:

Completion of grade 12 and a recognized professional accounting or secretarial program is required along with six months related experience. Education and experience will include knowledge of payroll and benefit systems preferably in a unionized setting, accounting and bookkeeping, typing, data entry and document or report preparation and layout; extensive use of personal computer, payroll and accounting software and various other applications software, filing systems, office and clerical support procedures. A knowledge of non-profit community based programs and services is preferred.

### Requirements for Ongoing Employment

- Criminal Record Check (renewable every 5 years)

### How to Apply

If you wish to be considered for this position, please apply and forward your resume to [apply@inclusionpr.ca](mailto:apply@inclusionpr.ca). **You must quote the posting number in the subject line of your email.** Applications will only be accepted in the methods above. Applications submitted to any other address will not be considered.