

Kiwassa Neighbourhood Services Association

Job Posting

Job Title: Accounting Clerk

Summary: Kiwassa Neighbourhood House, a multi-service community agency serving East Vancouver since 1949, is seeking an Accounting Clerk working as a member of the Finance team in an ever challenging work environment. Primary responsibilities are related to processing A/P, A/R, EFT, PAD, assisting with payroll.

Central responsibilities:

- Perform accounts payable procedures per established procedures including: preparing, processing invoices and related source documents, balancing consolidated invoice/cheque request amounts, printing, and preparing vendor cheques for signatures and distribution and EFT payments;
- Perform accounts receivable procedures including preparing, processing and coding of housing unit rents and receivables, program funder payments, monthly cash and cheque receipts, bank deposits and PAD payments;
- Maintain records for a/p, a/r, assist with ADP Workforce Now payroll system, and other related reporting systems as per established procedures and authorizations;
- Process and follow program contract claims guidelines and prepare monthly financial claims to funders, and collect related accounting information in preparation of program monitors
- Assist with year-end auditing procedures and perform reconciliation
- Follow up and process NSF/PAD returns, stale-dated payroll and a/p cheques.
- Other clerical or accounting tasks as required and requested.

Qualifications:

- Grade 12, plus related additional post secondary education of up to two years in areas such as bookkeeping, accounts payable, accounts receivable.
- Proficiency using Sage300 (Accpac) A/R and A/P modules, and Microsoft Word, intermediate level experience in Excel, experience with ADP Workforce Now payroll system (an asset)
- Clear communicator, verbal and written
- Ability to analyse data within larger perspective
- Strong organizational skills with time management priority setting
- Experience in non-profit environment an asset
- Strong attention to detail, ability to maintain a high level of accuracy and confidentiality

Deadline for applications: Please send resume and cover letter to the attention of the Director of Finance by **June 20, 2018**, Email to: careers@kiwassa.ca

Kiwassa Neighbourhood Services Association, 2425 Oxford Street, Vancouver, B.C., V5K 1M7

Only those selected for an interview will be contacted.