



Job Posting

Job Title: Finance Clerk

Summary: Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. We are seeking a full-time Finance Clerk to join our Finance team and work with people across the organization on accounting, payroll, and Human Resource (HR) matters. You will be responsible for administering payroll and benefits for 100+ employees, producing monthly financial statements, and assisting with HR functions in a professional and timely manner with confidentiality, attention to accuracy, and effective communication.

Key Responsibilities

Financial Statements, General Ledger Reconciliation, Journal Entries, and Accounting Functions:

- Assist in the production of monthly and year-end financial reports for two societies (Kiwassa Neighbourhood Services Association and Kiwassa Housing Society).
- Prepare and record monthly journal entries from source documents, reconcile General Ledgers (GLs), and generate applicable GL report.
- Prepare monthly and year-end GL account reconciliations
- Perform monthly bank reconciliations for multiple bank accounts.
- Calculate government remittances including EHT, GST rebates, and Work Safe BC premiums.
- Assist with annual budget preparations and account code maintenance.
- Assist with Accounts Payable and Accounts Receivable processing.
- Collaborate with other members of the Finance team.

Funder Financial Claims and Financial Reporting:

- Prepare program funder financial claims and other related reports having various reporting frequencies.
- Use Excel to perform monthly financial claims.
- Prepare contract and funder financials within contract guidelines and budgets using accounting reports to complete financial claims.

Payroll Processing & Benefits Administration:

- Assist in the full-cycle processing of accurate, timely bi-weekly payroll, including problem solving and analysis of timecards and calculation of statutory holidays, vacation pay, sick time, and overtime, in line with statutory requirements and established organizational policies and procedures.
- Review pay records and perform adjustments and corrections where needed. Review timecards for time accuracy and completion for payroll processing. Prepare various payroll reports with reference to annual program budget details and wage splits.
- Maintain original timecard, payroll files, and excel record keeping files. Prepare ROEs, T4s, WCB reports, and garnishments.

- Assist and respond to enquiries related to payroll and benefits, as well as benefit enrollment, changes, and terminations.
- Calculate government remittances including payroll deductions.
- Make recommendations on payroll and benefit plans, processes, and procedures.

Other Human Resource Functions:

- Assist with time tracking per established staff work time policies including, sick and vacation time and accrual tracking, personal leaves, work injury, and other.
- Maintain personnel files using Workforce Now, including tracking of certificate/document expiry dates, step scale pay changes, and union pay rates.

Skills, Experience and Qualifications:

- High school diploma
- Minimum two years of recent, related financial experience, preferably within the non-profit field.
- Completion of bookkeeping/accounting and payroll courses
- Sound knowledge of rules, regulations, policies, and procedures applicable to the work, including provincial employment laws.
- Strong attention to detail and ability to learn data entry and verification procedures along with processing financial information with speed and accuracy.
- Ability to effectively and efficiently managing multiple projects under pressure, including completing unscheduled tasks while also meeting existing deadlines. Demonstrated organizational skills and capacity to prioritize. Able to coordinate promptly with others. Punctual and accountable
- Experience working with confidential information
- Willingness to learn, always looking to refine and improve processes
- Strong analytical skills
- Excellent interpersonal and communication skills
- Fully proficient in all Microsoft Office applications. Experience with ADP payroll software and Sage accounting software. Experience with ADP WorkForce Now and Sage 300 a strong asset.
- Confidentiality, resourcefulness, initiative and flexibility

Compensation:

This is a full-time, 35 hour/week opportunity that pays \$47,000-51,000/year + excellent benefits package.

Location: The position is in Vancouver at Kiwassa's main office (2425 Oxford Street).

Application Details:

To be considered for this position, please send your resume and cover letter by 4:30pm on March 23rd, 2020 to the attention of Vivian Lew, Director of Finance, via email to AccountingSearch@kiwassa.ca (include "Re: Finance Clerk" in the subject line).

Applications will be reviewed on a rolling basis. We thank all applicants for their interest; however, only short-listed applicants will be contacted.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the x^wməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.