

**Job Posting**

# Job Title: Finance and Bookkeeping 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 with and prepare, review, analyse and distribute monthly and year-end financial statements 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:

Minimum two years of recent, related experience and training, preferably within the non-profit field.

Completion of bookkeeping and 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

Proficient in all Microsoft Office applications including intermediate level Excel skills. 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

Ability to work independently and cooperatively as a member of a team.

Ability to work under time constraints and meet tight deadlines.

Ability to plan, organize and manage work with minimal supervision and complete number of tasks simultaneously for multiple management staff.

Compensation:

This is a full-time, 35 hour/week opportunity that pays $51,000-55,000/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 26rd, 2021 to the attention of Vivian Lew, Director of Finance, via email to [Careers@kiwassa.ca](mailto:Careers@kiwassa.ca) (include “Re: Finance and Accounting 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 xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

**www.kiwassa.ca**