

Competition: # 2021-223R

Date Posted: November 10, 2021

Closing Date: November 24, 2021

Position: Finance Assistant

Compensation: Community Living Services Collective Agreement – Grid Level 10 (\$21.63 - \$25.19)

Position Type: Regular

Location: 950 Kerry Street

Job Summary:

Accountable to adhere to accepted accounting standards for non-profits regulations, legal and tax requirements. To be accountable for implementation of financial record management and reporting systems. To maintain data base records and elaborate spreadsheets.

Key Duties and responsibilities

1. Assists the Chief Finance officer in the preparation for audits and production of financial statements, budgets or other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
2. Codes source documents such as invoices and receipts to the appropriate accounts
3. Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll
4. Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices
5. Maintains bank records and reconciles bank accounts
6. Prepares various accounting summaries and reports, compiles, maintains and produces reports such as: contracts, service level reports
7. Responds to inquiries and requests regarding payroll, benefits and other financial duties. Follows up to resolve errors and discrepancies in accordance with established procedures
8. Implements and complies with financial standards in record management and reporting
9. Assistance with special projects and other related duties when required

Qualifications:

Education, training and experience:

- Grade 12, with a two year accounting diploma or the equivalent education and experience.
- Two (2) years of related experience.
- Experience with Adagio accounting software is desirable.

- Demonstrated experience and skills with Excel and other Microsoft Office suite apps and services.

Job skills and Abilities:

- Strong keyboarding and computer skills especially related to financial programs and excel spreadsheets.
- Aptitude for continuous learning and development of professional office skills.
- Proficient in organization and time management skills.
- Ability to work under time constraints.
- Payroll experience.

Applicants also need:

- Valid Class 5 driver's license
- Copy of BC Drivers' Abstract
- Current negative TB test
- Criminal Record check

Shift Schedule: Monday through Friday 0830-1700 (includes half hour unpaid lunch)
40 Hours per week Full-Time

Interested applicants are encouraged to apply via email to: recruitment@aimhi.ca

This position requires Union membership.

