

### JOB POSTING

<b>Job Title:</b>	<b>Accounting Assistant</b>	<b>Status:</b>	<b>Full Time</b>
<b>Location:</b>	<b>New Westminster</b>	<b>Start Date:</b>	<b>ASAP</b>
<b>Hours:</b>	<b>40 hours/week</b>	<b>Posting #:</b>	<b>23-050</b>
<b>Schedule:</b>	<b>Monday – Friday, 8:30am-5:00pm</b>	<b>Hourly Rate:</b>	<b>\$26.67</b>
		<b>Closing Date:</b>	<b>Sept. 24, 2023</b>

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

**We are recruiting for a Full Time, Accounting Assistant, Finance Department.** Reporting to the Accounting Manager, the Accounting Assistant is responsible for providing day-to-day functions by performing accounting duties. Its main duties include general ledger, accounts receivable, accounts payable and help with data entry, collections, billings, audits, and journal entries.

#### **KEY RESPONSIBILITIES:**

Performs a variety of accounting and bookkeeping duties including:

- Processing and reconciling accounts payable (A/P), including follow-up with resolving discrepancies and maintaining current vendor accounts and posting to general ledger.
- Preparing payment plan and processing the weekly cheque run.
- Reconciling and balancing cheque payments and accounts to the general ledger.
- Processing and reconciling accounts receivable (A/R) information, billings, including follow up and with resolving discrepancies and maintaining current A/R accounts.
- Verifying balances and reconciles bank accounts including resolving banking issues and depositing cash and cheques, and other banking transactions.
- Weekly filing for AP and AR documents.
- Handling petty cash, including receipt and disbursement of cash daily.
- Preparing, maintaining, and reconciling records, files, and statistics of the monthly program accounts.
- Reconciling general ledger accounts.
- Participating in monthly end closing activities, and assistant in monthly, quarterly, and annual reporting, and the annual external audit.
- Perform or participate in other accounting related functions such as: revenue and expense/financial statement preparation; preparation of journal vouchers and posting of summary amounts to the general ledger, and other related duties as required.

#### **QUALIFICATIONS:**

- Accounting Diploma or bachelor's degree with a minimum of 1-2 years of accounting experience.
- Strong organization and time management skills, with the ability to prioritize and meet deadlines, high attention to detail and ability to multi-task and exercise independent judgment.
- Strong aptitude for financial systems, experience with SAGE 300, and QuickBooks.

- Working knowledge of accounting systems.
- Proficient in Excel and other MS suite products, and ability to learn and master new software applications.
- Familiar with generally accepted accounting principles.
- Proactive team player and can work independently.
- Maintains confidentiality of financial and personal information.

**MANDATORY JOB REQUIREMENTS:**

- Evidence of COVID-19 vaccinated status.
- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to [hr@efry.com](mailto:hr@efry.com) by no later than September 24, 2023, with the subject line AA 23-050.

**We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.**