

JOB POSTING

Job Title:	Accounting Assistant – Summer Job	Status:	Full Time
Location:	New Westminster	Start Date:	ASAP
Hours:	35 hours/week	Posting #:	26-HO-003
Schedule:	Monday – Friday, 8:30am-4:00pm	Hourly Rate:	\$18.25
		Closing Date:	May15, 2026

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 Temporary Part-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.
- Provide support during internal and external audits by preparing requested documentation, reconciliations, and schedules.
- 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.
- Filing and scanning payroll documents.

QUALIFICATIONS:

- Full-time post-secondary student enrolled at a recognized institution. This includes:
- Being currently recognized as having full-time student status by your academic institution
- Planning to return to full-time studies in your next academic term
- 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, SAGE Intacct and QuickBooks is desirable.
- 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:

- 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 [hiring@efry.com](mailto: hiring@efry.com) by no later than May 15, 2026, with the subject line.

Eligibility: This opportunity is open to all post-secondary students who hold full-time status at a recognized educational institution and who will be continuing their full-time studies in the academic term following their qualifying period of employment.

Who can apply for this job?

The Government of Canada funded this job through the Canada Summer Jobs program.

To apply for this job, you must:

Be aged between 15 and 30 years old on the start date of the job;

Have a valid Social Insurance Number (SIN); and

Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

International students and other temporary residents of Canada are not eligible.

This is a temporary position for the period of 8 weeks, 35 hours/week.

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