

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:	\$21.00 - \$23.00
		Closing Date:	June 19, 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 within the Finance Department for an 8-week period.

Reporting to the Accounting Manager, the Accounting Assistant is responsible for supporting day-to-day accounting functions. Key responsibilities include general ledger support, accounts receivable, accounts payable, data entry, collections, billings, audits, and journal entries.

KEY RESPONSIBILITIES:

The Accounting Assistant will perform a variety of accounting and bookkeeping duties, including:

- Processing and reconciling accounts payable (A/P), including follow-up to resolve discrepancies, maintaining up-to-date vendor accounts, and posting entries to the 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), including billings, follow-up on discrepancies, and maintaining current A/R accounts.
- Verifying balances and reconciling bank accounts, including resolving banking issues, depositing cash and cheques, and processing other banking transactions.
- Weekly filing of A/P and A/R documents.
- Handling petty cash, including daily cash receipts and disbursements.
- Preparing, maintaining, and reconciling records, files, and statistical information for monthly program accounts.
- Reconciling general ledger accounts.
- Supporting month-end closing activities and assisting with monthly, quarterly, and annual reporting, as well as the annual external audit.
- Providing support during internal and external audits by preparing documentation, reconciliations, and schedules.
- Performing or assisting with other accounting-related functions, including revenue and expense reporting, financial statement preparation, journal entries, and posting summary amounts to the general ledger.
- Filing and scanning payroll documents.

QUALIFICATIONS:

- Currently enrolled as a full-time post-secondary student at a recognized institution.
- Maintains full-time student status during employment and plans to return to full-time studies in the next academic term.
- Strong organizational and time management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple responsibilities.
- High attention to detail and ability to exercise sound independent judgment.
- Strong aptitude for financial systems; experience with Sage 300, Sage Intacct, and QuickBooks is an asset.
- Working knowledge of accounting systems and processes.
- Proficient in Microsoft Excel and other MS Office applications, with the ability to learn new software quickly.
- Familiar with generally accepted accounting principles (GAAP).
- Proactive team player with the ability to also work independently.
- Ability to maintain confidentiality of financial and personal information.

MANDATORY JOB REQUIREMENTS:

- Satisfactory Criminal Record Review (Vulnerable Sector Search).

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com by no later than June 19, 2026, with the subject line.

Eligibility (Canada Summer Jobs Program)

This position is funded through the Government of Canada's Canada Summer Jobs program.

To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, permanent resident, or person granted refugee status in Canada

International students and other temporary residents are not eligible.

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