Elizabeth Fry Society of Greater Vancouver

JOB POSTING

Job Title:	**Accounting Assistant**	**Status:**	**Full Time**
Location:	**New Westminster**	**Posting #:**	**26-FIN-1119**
Hours:	**40 hours/week**	**Hourly Rate:**	**$29.24**
Schedule:	**Monday – Friday, 8:30am-5:00pm**	**Closing Date:**	**Until filled**

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 within the Finance Department. 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:

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

MANDATORY JOB REQUIREMENTS:

- Doctor's note of fitness required.
- 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 applicants must submit a cover letter and resume to hiring@efry.com by no later than November 10, 2026, with the subject line 26-FIN-119.

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