

DELTASSIST FAMILY AND COMMUNITY SERVICES SOCIETY

Job Posting

JOB TITLE: Bookkeeper/Administration Assistant- Urgently Hiring

This is a temporary position estimated to last 8 months

DIVISION: Administration and Support Services

REPORTS TO: Manager of Finance & Administration

START DATE: ASAP

SOCIETY'S MISSION:

A primary responsibility of this position is the promotion of and commitment to the Society's mission and values, achieved through the provision of financial and administrative support services for the Society. At all times the work is under the control and direction of the Society, through the direction of the employee's supervisor, the Administration/Finance Director.

JOB RESPONSIBILITIES:

The bookkeeper/administration assistant is primarily directed by and reports to the Manager of Finance & Administration; the employee also provides support to and receives direction from other agency managers.

The main job responsibilities include:

Timely and accurate processing of payables and receivables, including:

- Reviewing in-coming invoices for accuracy, and assigning proper coding of accounts to be charged; and preparing cheques and ensuring their proper distribution for payment of the Society's financial obligations in a timely manner

- Depositing monies received into the Society bank accounts, ensuring proper allocation of the funds
- Preparing accurate payroll payments in a timely manner for distribution to agency personnel
- Ensuring proper receipting of all income to the Society, including preparation of receipts for all charitable donations made to the Society

Maintaining accurate, up-to-date financial records and files of the Society, including:

- Organizing files containing all relevant paperwork and supporting documentation for payments made and monies received by the Society
- Completing monthly bookkeeping functions and preparing financial reports of Society programs and funds, for both internal (agency management and board of directors) and external (funding organizations) distribution
- Keeping up-to-date information concerning each employee's pay, benefits costs and relevant deductions, and communicating said information as needed (to employees, managers, benefit plans, etc.)
- Ensuring the employment benefits insurance providers receive accurate and up-to-date information about employees, and communicate with employees as needed on matters concerning employment benefits
- Completing relevant reports, correspondence and other communication with various government and regulatory agencies, and non-government organizations, regarding the Society's financial operations, payroll and personnel; also, assisting in the preparation of reports and documents in support of financial audits of the Society's operations
- Participating in the Society's on-going performance and quality improvement (PQI) and accreditation processes, particularly as these activities relate to the financial and administration procedures of the Society.

Providing administration support for human resource matters and general clerical support for management personnel, including:

- Scheduling related to performance reviews, and to PQI and accreditation reporting cycles

- Coordination of job postings
- Drafting and distribution of correspondence
- Assist in new employee orientation process

Other related duties as may be assigned.

This is a position with access to confidential and sensitive information and it is essential that the employee ensure all such information is protected on behalf of the Society.

GENERAL WORKING CONDITIONS:

- This is a full-time position with an expectation of working 35 hours per week, within a defined work week.
- Employee must work well independently, and also participate cooperatively and effectively in group activities.
- Employee must be very well organized in order to manage a large volume of documents and information flow.
- Participation in regular up-grading of skills and expanding knowledge related to the requirements of the position is expected.
- It is expected that there will be a strict adherence to the Society's general policies and procedures as part of the general conduct for this position.
- This position is covered by the terms of a collective agreement.

QUALIFICATIONS:

- Grade 12 or equivalent plus post-secondary courses up to two (2) years in areas such as bookkeeping, payroll or office procedures
- Successful completion of courses in bookkeeping and principles of accounting

- Two (2) years experience in general bookkeeping procedures and basic accounting principles and practices; and experience with principles and practices of fund accounting
- Experience in secretarial tasks and general office procedures; and experience in, and knowledge of, not-for-profit organizational operations
- Able to be Bonded
- Proficiency in the use of current business software applications including word processing, spreadsheet applications, and payroll and accounting programs
- Solid organizational, written, and verbal communication skills
- Successful completion of a criminal record search
- WorkSafe BC-approved Level 1 first aid certification, preferred, but will provide training

JJEP JOB CLASSIFICATION (Grid Level):

Bookkeeper (10)

Starting at \$21.63 per hour

Work Remotely

- No