



Position: Accounting Assistant

Job Location: Burnaby Neighbourhood House (South House) – ON-SITE

Address: 4460 Beresford St., Burnaby, BC V5H 0B8

Overview of Burnaby Community Services

Burnaby Community Services is a non-profit society committed to connecting people, services and community since 1971. Originally founded as an information and referral service, the agency has grown considerably over the years and has taken in new programs in response to emerging local needs. Over the years, we have developed a variety of services to assist people in accessing community resources, provide support to families with low income and help seniors experiencing isolation maintain a healthy and independent lifestyle.

Summary of Job Description

As an Accounting Assistant, you will be responsible for accounts payable processing and assisting the Finance Director with full cycle bookkeeping while providing administrative support for day-to-day activities including deposits and banking. This position ensures that accounting transactions are processed in a timely manner for accurate presentation of the financial statements. The assistant will respond to vendors and internal customers' queries while ensuring compliance with company's policies and internal controls.

The ideal candidate is proactive, a team player, organized, detail oriented, and works well under pressure, especially when facing deadlines.

Duties and Responsibilities:

- Manage the accounts' payable function, reconcile credit cards and review expense reimbursements for payment processing, prepare vendor payments, and organize all invoices, statements and other relevant documentation.
- Prepare monthly bank and account reconciliations and general bookkeeping.
- Prepare weekly deposits and banking.
- File accounting documents.
- Manage general mailbox by responding to finance queries in a timely manner
- Ensure compliance with accounting policies, procedures and controls
- Perform other special projects and preparation of ad hoc reports as required.

Qualifications:

- Diploma or relevant certification relating to accounting and finance or equivalent combination of education and experience.
- Excellent computer skills and advance level of Excel and Microsoft Word.
- Working knowledge of bookkeeping and accounting systems – Sage 50 and QuickBooks Online preferred.
- Must be detail-oriented and accurate with an aptitude for working with numbers.
- Strong analytical, problem solving and organizational skills.
- Effectively handle multiple tasks simultaneously in a fast paced, deadline driven environment.
- Ability to work independently and/or with a team and take on new tasks.
- Experience working in a community based non-profit organization an asset.
- First Aid certification or willingness to obtain.

Our Mission is to make neighbourhoods better places to live.

4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 info@burnabynh.ca
www.burnabynh.ca



Compensation

Job Types: Full-time, Permanent

Hours of Work: 35 Hours per week

Accountability: This position reports to the Finance Director

Pay rate: 22.66 – 24.76 (dependant on experience)

Extended Health benefit package (after 3 months) and 3% matching group RSP (after one year)

Experience

Accounting and bookkeeping: minimum 1 year (preferred)

Other Details:

- Must have valid Vaccine Passport showing double vaccination.
- Deadline: June 30, 2022
- Start Date: as soon as possible

Submit applications with cover letter to: payroll@burnabynh.ca

Thank you for your interest in this position, however, only short listed candidates will be contacted.

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