



## Job Posting

### Accounting Assistant/Bookkeeper

The Burnaby Neighbourhood House (BNH) is a multi-service charitable organization that provides a wide range of programs and services to the residents of Burnaby.

#### **Summary of Job Description**

The Accounting Assistant/Bookkeeper will be responsible for the accounts payable function, accounts receivable, and general bookkeeping while providing administrative support for all accounting activities. This position ensures that accounting transactions are properly and timely processed for accurate presentation of the financial statements.

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

#### **Accountability:**

This position reports to the BNH Director of Finance.

#### **Duties and Responsibilities:**

- Manage and prepare accounts payable, accounts receivable and billings, bank and credit card reconciliations, general ledger account reconciliations and monthly transactions posting.
- Manage the electronic banking- e-transfers, EFTs, CAFT, stop payments.
- Prepare deposits and banking.
- Assist with tracking gaming grant expenses and other funder reporting.
- Develop and maintain filing system for accounting and administrative records.
- Provide support for the annual audit process.
- Liaise with vendors and respond to finance queries.
- Assist with and support the general administration of the finance department.
- Perform other special projects and duties as required.

#### **Qualifications:**

- Post-secondary degree, diploma and/or certificate in accounting/bookkeeping or equivalent education. Preferably pursuing accounting career.
- Minimum 1 year experience in accounting/bookkeeping with accounting software (preferably Sage 50).
- Excellent computer skills and advanced level of Excel and Word.
- Must be detail-oriented and accurate.
- Strong analytical, problem solving and organizational skills.
- Ability to multi-task effectively.

*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](mailto:info@burnabynh.ca)  
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- Excellent interpersonal and communication skills both written and verbal.
- Ability to work independently as well as part of a team.

**Compensation and Hours:**

Job Type: Full-time, Permanent

Hours of Work: 35 hours per week

Pay Range: \$22.66 - \$24.76 per hour

Extended Health benefit package (after 3 months) and 3% matching Group RRSP (after 1 year)

**Other Details:**

- Must have valid Vaccine Passport showing double vaccination.
- Deadline: August 24, 2022
- Start Date: As soon as possible.
- Job Location: 4460 Beresford St., Burnaby, B.C. V5H 0B8

To apply please email resume to: [payroll@burnabynh.ca](mailto:payroll@burnabynh.ca)

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

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