

## Junior Accountant

This is an amazing opportunity to gain experience in long standing, locally based, non-profit organization in the Lower Mainland. **GREATER VANCOUVER COMMUNITY SERVICES SOCIETY** is a non-profit, multi-service organization celebrating 50 years of service providing home support and residential care to the elderly and persons with disabilities. The Junior Accountant is a Full Time Position and plays an integral part of the finance Team by providing support in a wide range of areas.

### Key Responsibilities:

- Perform accounts receivable duties, including but not limited to invoice processing for VCH, other government funders and private clients. Investigate and answer billing questions from funder and clients or correct billing errors. Update funder contract funding schedules.
- Send billing invoice and monthly statements to clients. Process client payments by cheque or credit card. Follow up with clients on outstanding balances as required.
- Prepare weekly bank deposits and assist in monthly balance sheet accounts reconciliations.
- Perform accounts payable duties, including but not limited to coding and records supplier invoices into accounts payable system, and preparation of weekly cheque run.
- Manage bi-weekly Community Living group home petty cash reimbursement and resident trust account transactions by verifying receipts of expenses and recording expenses entries in general ledger.
- Verify expense receipts for monthly Corporate Visa statements, code and record expenses entries in general ledger.
- Analyze personal tax information and prepare annual personal income tax returns for group home clients following up-to-date CRA personal income tax rules.
- File semi-annual non-profit GST Rebates returns in accordance with CRA non-profit GST rebate standards.
- Responsible for paper and electronic filing of department.
- Assist in gathering data and supporting document for annual audits.

### Skills and Experience:

- Minimum 3 years general accounting working experience, preferably in Non-Profit industry.
- Post-secondary study (Diploma/Degree) with an accounting concentration is required. Completion of courses in CPA, additional education, training and experience is an asset.
- Previous work experience in payroll processing and assisting in annual audit is an asset.
- Great time management skills and ability to meet tight and competing deadlines.
- Proven ability to perform assigned functions with diligence and superior accuracy.
- Proficient problem solving and analytical skills.
- Ability to organize a diverse workload and perform under time pressures.
- Must be able to work independently and in a team, and adaptable to changing work environment.
- Ability to communicate professionally and effectively verbally and in writing.
- Accountable, responsive, respectful and collaborative.
- Excellent computer skills including Excel skills such as VLook-up and Pivot tables
- Knowledge of Adagio accounting system, Procura and/or Comvida is an asset.

GVCSS offers rewarding careers coupled with a generous benefits package which includes membership in the Municipal Pension Plan and a company paid parking space. Compensation for this position is \$ 57,582 to \$64,779



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per annum depending on experience. This is an office-based position with the possibility of minimal blended office/remote work upon completion of probationary period. If this challenging opportunity interests you, please submit your resume and cover letter by **September 30, 2024** online at <https://www.gvcss.bc.ca/jobapp.htm> or to [jtsang@gvcss.bc.ca](mailto:jtsang@gvcss.bc.ca) For more information about our organization, please refer to our website: [www.gvcss.bc.ca](http://www.gvcss.bc.ca). GVCSS is an equal-opportunity employer. We thank you in advance for your application but only qualified candidates will be contacted.