



Payroll and Financial Accountant

This is an amazing opportunity to gain experience in one of the largest non-profit organizations in the Lower Mainland. **GREATER VANCOUVER COMMUNITY SERVICES SOCIETY** is a non-profit, multi-service organization providing home support and residential care to the elderly and persons with disabilities. The Payroll and Financial 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:

- Prepare payroll in a union environment in accordance with collective bargaining agreements
- Prepare statutory remittances and reporting, including Receiver General, Worksafe, Municipal Pension Plan and Extended Health Benefits
- Reconcile and prepare T4s, and process ROEs
- Prepare reconciliations of payroll accounts in the general ledger monthly
- Check, code, input and process accounts payable and accounts receivable, including recording and posting invoices, entering manual cheques, records of deposit, and related journal entries
- Prepare cash/cheque deposits and reconciles accounts to GL.
- Reconcile accounts and assist in the month-end close, including preparation of working papers and completion of internal financial statements for CFO review
- Monitor petty cash management
- Complete other duties as required to support the CFO

Skills and Experience:

- Bachelor's degree with an accounting concentration or the equivalent education and experience
- Minimum of 2 years payroll, financial and general accounting experience
- Experience with Comvida EMS and Comvida payroll is preferred
- Experience with Adagio accounting system is an asset
- Proven ability to perform assigned functions with diligence and attention to detail
- Good organizational skills
- Intermediate Excel skills including vlook-up and pivot tables, proficient in Word and Outlook
- Ability to meet deadlines and to be a team player
- Must be able to work independently and to be easily adaptable to changing work environment

If this challenging opportunity interests you, **please submit your resume and cover letter by August 7, 2020**, online at <https://www.gvcss.bc.ca/jobapp.htm>. For more information about our organization, please refer to our website: 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.