



LOWER MAINLAND PURPOSE SOCIETY

Position: Accounting Clerk
35 hours per week

This position is an entry level position that supports the Accounting team. You have strong communication, teamwork, and organizational skills. Your main focus is to help increase the efficiency in the Society's accounting but will assist others in administration team as required.

JOB DESCRIPTION:

- Review, match, code, and record invoices and funds received. Ensure receivables and revenue are recorded to the proper program and ledger accounts in a timely manner.
- Scan, file, and maintain all accounting documents including contracts, invoices, and claims.
- Assist with accounts payable when required.
 - Review, match, code, and record invoices for all payable accounts. Ensure assets and expenses are recorded to proper program and accounts.
 - Track and prepare Petty Cash Reports
 - Prepare and issue payments to employees, vendors, and clients.
- Assist with monthly bank reconciliations.
- Assist with payroll and donation administration.
- Assist with intercompany reconciliations.
- Assist with payroll tasks.
- Assist with filing and storage.
- Provide administration support for programs and backup reception and other administration staff when required.
- General office administration.
- Other projects as they arise.

QUALIFICATIONS:

- 3 years experience in an office administration or finance role preferred
- Experience working in a not-for-profit environment is preferred.
- Working knowledge of Sage 300 (Payables, Receivables, Bank, and General Ledger modules)
- Proficiency in MS Office
- Good organizational and time management skills.

OTHER: (required for ongoing employment)

- Certification in First-aid is required.
- NVCI training (offered by agency).
- The candidate will pay for the initial certifications if not currently certified.

Apply in confidence to: dawn.embree@purposesociety.org.

Closing date December 15, 2022.

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