

Job Posting



KAMLOOPS AND DISTRICT

Elizabeth Fry Society

Title	Accounting Technician	Status	Permanent Part-time
Location	Hybrid - Kamloops, BC	Hours	21 hours/week with the potential to become full-time
Schedule	TBD Office hours are Monday to Friday, 8:30AM to 4:00PM.	Posting Closing Date	October 25, 2023 or until hire
Compensation	\$28.32 - \$32.51 per hour	Posting #	2023-15

At The Kamloops and District Elizabeth Fry Society (KDEFS), we are passionate about the cause we serve – building a just and equitable community where women, gender-diverse people, and families are supported and empowered to thrive.

We are recruiting an Accounting Technician to join our growing non-profit organization, driven by feminist values.

Under the supervision of the Finance Manager, and part of the Administration Team, the Accounting Technician ensures accurate recording and reporting of financial information; codes, records, posts, and processes day-to-day transactions; takes ownership of the accounts receivable and payable functions to make sure they run effectively and in a timely manner; and maintains and updates accounting records.

Key Responsibilities

AR/AP

- Codes invoices across multiple programs, obtains approvals, enters invoices in the financial system, and processes and distributes payments in a timely and accurate manner. Reviews outstanding payables on a regular basis and takes appropriate action.
- Issues invoices as required, codes incoming receipts, and enters receipts in the financial system in a timely and accurate manner. Reviews outstanding receivables on a regular basis and takes appropriate action.
- Prepares and makes bank deposits for several bank accounts. Records bank deposits in the financial system.
- Records credit card transactions in financial system ensuring appropriate and complete supporting documentation is obtained; reconciles monthly credit card statements; ensures credit card payments are processed in a timely and accurate manner.
- Processes monthly pre-authorized payments for the collection of rents and ensures financial records are updated and accurate.

Accounting

- With Finance Manager, analyses and reconciles balance sheet accounts; makes adjustments as necessary.
- Monitors and analyses cash flow, expenditures, journal entries, bank statements, account activity, and other accounting and financial records.
- Maintains complete banking records; reconciles several bank accounts for multiple complex programs and entities.
- Prepares various accounting summaries and reports.
- Assists the Finance Manager in the preparation for audit and the production of financial statements, budgets, and other financial reports by performing such duties as providing related documentation,

preparing various accounting summaries and reports, conducting variance analysis, and compiling statistics.

Payroll

- Records bi-weekly payroll and periodic payroll accruals in the financial system.
- Compiles, maintains, and produces statistics and reports of such records as seniority lists, vacation entitlement, sick leave, and overtime banks.
- Supports Payroll administration as needed.

Other duties

- Files documents such as invoices, cheque requisitions, and bills; maintains the filing system in accordance with established guidelines.
- Maintains petty cash, records petty cash transactions in the financial system, and ensures monthly reconciliations are prepared for review by the Finance Manager.
- Supports benefits administration as needed.
- Makes recommendations to management to address any financial processes that could be improved upon or to facilitate solutions to errors that occur repeatedly.
- Performs other related duties as required.

Requirements

- Grade 12 plus enrolment in their third year of a designated accounting program or,
- Completion of post-secondary courses of at least two (2) years in bookkeeping or accounting.
- Supplementary training on payroll fundamentals is an asset.
- Three (3) years of recent related experience, preferably in a complex multi-program non-profit or public sector organization with high transaction volumes.
- Or an equivalent combination of education, training, and experience.

Skills and Abilities

- Excellent oral, written, and interpersonal communication skills
- Critical thinking and problem-solving skills
- Ability to identify gaps and generate and present solution ideas
- Planning and organizational skills
- Ability to work as a team member, while maintaining a high degree of self-reliance and independence
- Ability to work with complex and multi-faceted accounts
- Proficiency in Microsoft Office Programs
- Ability to quickly learn and adapt to new technological tools and programs as necessary
- Utmost care for the confidentiality of all Society, staff, and client information.
- Accepts supervision and seeks continuous professional improvement.

It would be considered an asset to have experience with the following software:

- Xero
- Dext
- ApprovalMax
- Payworks

Our Commitment and Additional Information

- KDEFS offers a competitive salary and a hybrid work model.
- This position requires at least 50% in-office work each week.

- This position is open to all genders, races, ethnic backgrounds, and religious beliefs.
- We are committed to being an equal opportunity employer with an employee group that reflects the cultural diversity of the community.
- A criminal record check and search under the Criminal Record Review Act is required.
- Any criminal record check expense will be reimbursed upon starting employment.
- This job is a union position and union fees will be deducted from the wage accordingly.
- Only qualified applicants will be invited to an interview.

Interested candidates must submit a cover letter and resume to hr@kamloopsefry.com.

If you need any assistance or accommodations throughout the application process, contact the HR Department at hr@kamloopsefry.com so we can better support you.