



JOB POSTING

POSITION: **General Accounting Assistant**
COMPANY: **Vancouver Native Housing Society**
LOCATION: **1726 East Hastings Street (Head Office), Vancouver BC**
WEBSITE: www.vnhs.ca

WHO ARE WE?

VNHS's mandate is to provide safe, secure and affordable housing. Although our original and ongoing mandate is to focus on the housing needs of the urban Aboriginal community we have expanded our operations to include housing solutions for seniors, youth, women at risk, persons living with mental illness and the homeless and homeless at risk populations.

We are looking for a General Accounting Assistant to join our team. The General Accounting Assistant calculates, prepares and processes bills, invoices, accounts payable and receivable such as rents and damage deposits, budgets and other financial records according to established procedures..

Major Responsibilities will include:

- Under the guidance and instruction of the Director of Finance, assists in the bank reconciliation and inter-company reconciliation for all business entities.
- Calculates, prepares and issues documents related to accounts, inventory reports, account statements and other financial statements using computerized and manual systems.
- Analyze sales reports for variances between property management software and point of sale software with payments and reconcile them to accurately track revenue. Assist in year end inventory tracking, reconciliation and reporting
- Assigns transactions to correct accounts and sub-accounts. Ensures that documents are accurate and have been approved by the relevant authority. Performs calculations and makes corrections where necessary.
- Codes, totals, batches enters, verifies and reconciles transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system;
- Compiles budget data and documents based on estimated revenues and expenses and previous budgets.
- Assists in the development of preliminary monthly and year end financial statements as directed for review.



- Responds to customer inquiries, maintains good customer relations and solves problems
- Performs related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Assists in the preparation of tax calculations, i.e. GST/PST submittals for tax purposes.
- Complete credit applications

Qualifications:

Education: Completion of secondary school is required. Depending upon experience, completion of college or other courses including bookkeeping and accounting courses.

Experience: One year of bookkeeping and financial record-keeping experience. Experience using Sage ACC PAC for Windows

Knowledge, Skills and Abilities:

- Knowledge of modern office practices and procedures; of basic bookkeeping methods and terminology; of business arithmetic; and of filing, indexing and cross referencing methods.
- Ability to prepare and maintain accurate records.
- Ability to use a computer and other office equipment effectively.
- Ability to learn, understand and apply the policies and procedures pertaining to the work, to understand, carry out and issue clear oral and written instructions.
- Ability to communicate clearly and concisely both orally and in writing, and to establish and maintain cooperative relations with those encountered in the course of work.
- Detail oriented with the ability to focus in a fast paced working environment
- Ability to prioritize work load effectively to meet operational requirements

This position is a full-time position (37.50 hrs per week) **Flexibility with hours may be required to meet operational deadlines. This successful candidate will be enrolled in our excellent Extended Health and Dental plan as well the Municipal Pension Plan after successful completion of their probationary period.**

If you are interested in this position, please send a resume and cover letter to careers@vnhs.ca with “**Accounting Assistant**” in the subject line. Please note, while we would like to connect with all of our applicants for this position, only those chosen for interview will be contacted.

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