



**Position:** Accounts Payable Specialist

**Location:** Vancouver, BC

**Hours:** Full time

**Reports to:** Chief Financial Officer

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, homeless and at risk populations.

The **Accounts Payable Specialist** calculates, prepares and processes accounts payable, including but not limited to invoices, GST, and staff expense, credit card expenses according to established Society procedures. The position demands professional and consistent communication with employees, managers, executives and directors to fulfill financial requirements and to ensure that transactions are processed correctly.

**You will have responsibilities such as:**

- Sort, batch, code, and date entry into accounting system
- Prepare Bi-weekly EFT and manual cheques for all companies
- Reconcile and maintain vendor accounts
- Liaise with managers to resolve invoice/purchase order issues
- Review and process account codes for incoming invoices and obtain payment approvals from signing authorities
- Maintain and update VNHS approvals and access information for credit cards
- Process monthly journal entries and prepare month-end closing entries
- Maintain complete, accurate supporting documents and files for all financial transactions and reports
- Cross train and support accounting team members in completing duties, tasks, and answering inquiries related to A/P
- Match cheques and invoices for payment accuracy prior to mailing
- Maintain accurate files for current and past invoices
- Other related duties as directed by the Chief Financial Officer

**Qualifications:**

- Post-secondary degree or diploma in Accounting, Finance, or Business Administration
- Prefer 5 years accounts payable

**1726 East Hastings Street, Vancouver BC, V5L 1S9**

Phone: 604.320.3312

Fax: 604.320.3317

Email: [info@vnhs.ca](mailto:info@vnhs.ca)

Maintenance: 604.320.3316

Website: [vnhs.ca](http://vnhs.ca)





- Yardi accounting experience is an asset
- Experience working in the Aboriginal community, property management, not for profit organizations, considered an asset
- Strong oral and written communication skills
- Excellent time management and organizational skills
- Experience with multi-company organizations and inter-company transactions an asset
- Strong attention to detail and able to meet deadlines within a moderate-paced environment
- Ability to work independently as well as part of a team
- Positive, friendly professional attitude

### **Key Skills and Abilities**

- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Knowledge of modern office practices and procedures; of basic bookkeeping methods and terminology; and of business arithmetic
- 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
- Ensure the strict confidentiality and privacy of financial records
- Working knowledge of accounting systems, budgets, and internal controls
- Strong knowledge of MS Excel and Outlook
- Attention to detail and high level of accuracy in processing
- Analytical thinking, planning, prioritization, and execution skills
- Respond to inquiries from the building, manager, vendors and other personnel concerning invoices
- Ability to work occasional overtime hours to meet organizational deadlines, process payments
- A clean criminal record check for working with children and vulnerable adults

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