



Position Vacancy Posting

Position Title: Bookkeeper	Competition No.: 23-04
Reports to: Director of Finance	Salary Range Steps: \$28.32 - \$32.51 Grid 12
Location: Nanaimo, BC	Employee Group: Health Sciences Association Union Position
Hours per week: 37.5 hours per week	Position Status: Permanent Full Time
Shift Schedule: Monday to Friday; 7.5 hour shifts	Anticipated Start Date: As soon as possible

NATURE OF POSITION:

Reporting to the Director of Finance, this position provides financial, and payroll and benefits administration support.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- Diploma in Accounting or Bookkeeping
- Minimum 3 years' experience in bookkeeping, budget preparation, tracking capital expenditures and monitoring, administration allocations, payroll, benefits, and pension administration
- Working in a union environment preferred

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Financial Transactions:

- Codes and records and posts source documents such as invoices and receipts to the appropriate accounts, including complex transactions, such as lease, amortization, and major asset acquisitions.
- Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable and accounts receivable.
- Distributes invoices for approval purposes and pays approved invoices.
- Maintains bank, a/p and a/r account records; reconciles bank, payable and receivables accounts, employee benefits and pension accounts.
- In collaboration with Executive Director or designate and program coordinators, develops departmental budgets and provides feedback to each department on the monthly and annual budgets and makes recommendations actuals vs. budgeted.
- Monitors budgets, cashflows and financial transactions through data entry and analysis to ensure budget alignment, discrepancies and provides recommendations to management on best practices, proper authorizations, and corrections on financial matters.
- Tracks capital purchases and projects, administration allocations and adjust amortization account totals.
- Prepares accounting summaries and reports, such as departmental budgets, capital expenditures and projects, and administration allocations, in preparation and delivery to the Finance Committee meetings, and provides recommendations of where expenditures need review and adjustments.
- Assists in the preparation for audit, including calculations for pre-paid accounts and ensuring correct accounting period posting, and the production of financial statements, budgets, and other financial reports.
- Maintains tracking system for gift cards and completes requests for gift card distribution.
- Research and complete funding proposals and grant writing for program and organization initiatives.

Payroll and Benefits Administration Transactions:

- Completes payroll transactions, adjustment, and data entry for processing payroll.
- Compiles, maintains, and produces statistics and reports of such records as seniority lists, vacation entitlement, and sick leave and overtime banks.
- Provide and collect employee benefits enrolment forms and submits forms to insurance providers, update changes and termination of coverage for employees and maintains all records.
- Assists employee in submitting claim forms, if required.
- Complete online enrolments for employee's pension and remit payroll information to the pension provider as required.
- Responds to inquiries and requests regarding payroll, benefits, and other bookkeeping duties.
- Follows up to resolve errors and discrepancies in accordance with established procedures.

General:

- Attends meeting as required, such as budget and financial updates, administration, programs and training.
- Drafts letters for employee requests and other external governing agencies for payroll information.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Analytical and problem solving skills
- Time management and organizational skills
- Attention to detail
- Good written and verbal communication skills
- Interpersonal skills
- Integrity, transparency, and ability to maintain confidentiality
- Personal qualities and attitudes that welcome respect and appreciate clients, volunteers, staff, donors and the larger community
- Foster team participation and contribute to the goals and activities of Haven Society

REPLY TO:

Provide cover letter and current resume
recruitment@mysmarthr.ca

Date Posted: May 10, 2023

Closing Date: May 17, 2023, 4:30 pm (PST)