

ST. VINCENT DE PAUL OF VANCOUVER ISLAND



Job Description Accounts Assistant

Organization Overview

The Society of Saint Vincent de Paul of Vancouver Island (“the Society”) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the Society provides support through affordable housing, a food pantry, home visit program, day program for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

Position Overview

The Accounts Assistant is a key member of the finance team responsible for the day-to-day administrative duties that will support the accounting team, ensuring the accurate and timely processing of financial transactions.

PRIMARY RESPONSIBILITIES

- Performing general clerical duties, including data entry, filing, and photocopying
- Assisting with accounts payable and accounts receivable functions
- Preparing invoices, statements, and other financial documents
- Reconciling bank statements and assisting with month-end closing procedures
- Responding to customer inquiries regarding billing and payment issues
- Maintaining accurate and up-to-date records of financial transactions
- Assisting with payroll processing and employee expense reimbursements
- Providing administrative support to the accounting team as needed
- Other assigned duties, as required.

EDUCATION & EXPERIENCE

- Post secondary certificate or diploma in accounting or bookkeeping, or an equivalent combination of education, training and experience may be considered
- A minimum of 1 year of recent bookkeeping or accounting experience
- Proficient in using computerized accounting systems and MS Office Suite (Word, Excel)
- Experience with Sage 50 considered and asset

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated working knowledge of basic accounting principles and procedures
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Excellent attention to detail and accuracy in data entry and record keeping
- Excellent communication skills, fluent in English, both written and verbal
- Self-motivated, and ability to work independently and as part of a collaborative professional team
- Demonstrate good judgement, with a desire to learn and excel.

ADDITIONAL REQUIREMENTS

- Criminal Record Check prior to hiring is required and is paid for by the Society

ADDITIONAL REQUIREMENTS

- Criminal Record Check prior to hiring is required and is paid for by the Society
- Valid class 5 driver's license would be an asset
- Ability to lift up to 20 pounds to move objects