



The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous Early Learning and Child Care (IELCC). BCACCS is currently seeking a Finance Assistant to join its finance department at our provincial office in West Vancouver.

About the Position

The successful candidate will perform clerical duties and bookkeeping tasks to support financial operations under the supervision of the Director of Finance. An excellent team player, the successful candidate needs to be service-oriented with a strong background in collecting AR, processing vendor payments, and account analysis.

The ideal candidate is self-motivated and responsible and has strong organizational and analytical skills. It will be considered an asset if they also have experience working in an Indigenous organization and/or non-profit setting.

Position Summary

The Finance Assistant works closely with the Director of Finance to coordinate daily financial tasks, process invoices, support payroll, manage or create financial records, and maintain physical and digital filing of financial documents.

Responsibilities and Deliverables

- Process vendor invoices for payment and prepares cheques.
- Analyze accounts and maintain supporting schedules.
- Input customer invoices, and process and post cash receipts.
- Monitor A/R aging and ensure timely collection of past-due receivables.
- Handling, preparing, and filing invoices.
- Preparing and tracking bank deposits.
- Maintaining inventory and equipment lists.
- Work closely with the Director of Finance and Executive Director and other staff to support the audit process.
- Perform general accounting and administrative duties
- Assist with special projects that are required.

Qualifications

Training, Education, and Experience

- Post-secondary education, ideally in accounting, or equivalent experience.
- Minimum 2-3 years of experience performing accounts payable processing, account reconciliations, account analysis, and collections.

- Strong computer skills including knowledge of Microsoft suite and familiarity with accounting software.
- Excellent organizational skills and ability to prioritize workload and work under time pressures to meet deadlines.
- Strong interpersonal skills and a team player attitude.
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency.
- Demonstrated ability to communicate both verbally and in writing including the ability to respond politely and diplomatically to both external and internal inquiries.
- Genuine respect for Indigenous culture and protocols.
- Experience in an Indigenous organization preferred.

Conditions

Work is performed primarily on-site in an office environment. Full-time (35 hours per week). The candidate must reside in the lower mainland and be available to work regular business hours (Monday to Friday 9:00 am to 5:00 pm Pacific Standard Time). Successful applicants must follow the established BCACCS Code of Conduct, agree to a criminal record check, adhere to BCACCS COVID-19 Health and Safety Policy and Provincial Health Office COVID-19 Guidelines, and be able to show proof of COVID-19 vaccination.

Application Specifics

Salary range: Commensurate with qualifications and experience. There is also an extended health plan and a pension plan available after a three-month probationary period.

Closing date: August 7, 2022

Start date: As soon as possible

How to apply: Please submit a resume and cover letter explaining how you meet the requirements to jobs@acc-society.bc.ca citing "Application for Finance Assistant" in the subject line. All applications must include a cover letter and resume.

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

**We thank all who apply.
Only candidates selected for an interview will be contacted.**