

**We're Hiring!**



**Posting:  
A21794**

**Associate Accountant  
Full-Time  
(35 hours per week)**

**Finance**

### Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Responsible for processing accounts receivable and payable, preparation of financial reports, account analysis and reconciliation and providing support services to ensure effective, efficient and accurate financial and administrative operations.

#### KEY DUTIES AND RESPONSIBILITIES

- Adheres to the policies and standards of Options Community Services Society (OCSS), as established in policy and procedure manuals, Health and Safety Guidelines, job descriptions, written memos, email communications and verbal agreements.
- Develops and maintains efficient and systematic accounts receivable and payable procedures for entering, coding, processing and posting transactions.
- Handles electronic fund transfers and bank deposits for OCSS and Habitat Housing Society.
- Prepares invoices for funders and other stakeholders. Records sales, as required.
- Assists in the account analysis and reconciliation of tenant accounts.
- Reviews accounts receivable aging report and identifies delinquent accounts. Manages collections efforts by enforcing credit and collection practices. Manages all correspondence related to delinquent accounts; identifies accounts that may require external collection efforts. Reports on identified bad debt and financial exposure.
- Performs filing of accounts receivable and other records.
- Processes payments, related to the Society's clients rent.
- Processes bi-weekly mileage and other employee reimbursements.
- Prepares financial reports to governments, including reports to funders.
- Prepares and reconciles a monthly schedule of the Society's investments.
- Performs a range of administrative duties often involving material of a confidential nature, for senior management.
- Administers credit card requirements, manages the online platform, sets credit limits, records credit card transactions in the General Ledger and oversees controls.
- Prepares reports, graphs and PowerPoint presentations.
- Ensures financial recording accuracy and compliance with established procedures, financial policies and internal controls.

**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Posted: 21-Apr-20

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

- Drives the employee's personally-owned vehicle for job-related purposes (no client of the Society may be transported in the employee's vehicle).
- Performs other duties as assigned and will follow written and verbal directives from his or her immediate supervisor, or designate.

## QUALIFICATIONS

### Education, Training, and Experience

#### Must have:

- Accounting diploma, from an accredited post-secondary institution, or equivalent.
- Two years of experience in accounts receivable and payable, financial accounting and administrative support. The equivalent combination of education and experience will also be considered.

#### Knowledge Skills and Abilities:

- Solid communications, time management, analytical and organization skills.
- Strong technological skills, including proficiency in Microsoft Excel, Word and PowerPoint, and Sage 300 ERP, Accounts Receivable and Payable modules, is required. Working knowledge of Arcori PM - Property Management and Accounting Software is preferred.
- Strong knowledge of Generally Accepted Accounting Principles.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Commitment to a problem-solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Have no relevant criminal history.

***Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.***

***Applicants with lived experience are strongly encouraged to apply.***

**CLOSING DATE:** Resumes will be reviewed starting **April 26, 2021** but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Peter Larsen, CPA, CMA, Senior Accounting Manager  
Options Community Services Society

Email: **Peter.Larsen@Options.bc.ca**

Please include a cover letter indicating the posting number [#21794] and detailed resume outlining your qualifications and related experience for the position.

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