

We're Hiring!



**Posting:
A21818**

Accounts Payable Administrator
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.

The Accounts Payable Administrator is responsible for the Society's accounts payable processing, procedures and systems.

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 payable procedures that include matching, coding, batching and entering of vendor invoices and employees expenses.
- Researches and resolves accounts payable issues with clients, employees and vendors.
- Processes vendor invoices, consolidated billings, employee expenses and petty cash documents; posts transactions and issues payments, including by cheque or electronic funds transfers.
- Processes monthly lease payments; prepares and maintains monthly and year-end lease working papers, for audit and reconciliation purposes.
- Maintains a journal of void cheques.
- Ensures financial recording accuracy and compliance with established procedures, financial policies and internal controls.
- Follows the Child Abuse Protocol and the General Safety Guidelines.
- 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.

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

Posted: 21-May-13

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

- Two years of experience in accounts payable 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 Sage 300 - Accounts Payable, Microsoft Excel and Beanworks are required.
- 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 **May 21, 2021** but the posting will remain open until filled and will close without notice.

COMPENSATION AND BENEFITS: \$48,048 - \$54,054 per annum plus a comprehensive benefits package, including enrollment into the Municipal Pension Plan, will be available after 3 months of employment.

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 [**#21818**] and detailed resume outlining your qualifications and related experience for the position.

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