

We're Hiring!



**Posting:
A21888**

Accounting Coordinator
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 Accounting Coordinator is responsible for coordinating the services of the Finance Department (FD), handling internal/external communications with stakeholders, acting as a point of contact between internal segments of the organization and the FD, managing the organization's Sage 300 Accounts Payable Automation and Asset Management systems, timely preparation of financial reports and documents, providing support, to ensure effective, efficient and accurate financial and administrative services, and implementing accounting information systems.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Manages, maintains and improves the organization's Accounts Payable Automation system.
- Implements, maintains and manages the Society's capital asset management systems, including the asset inventory system, for insurance purposes. Processes capital transactions, including acquisition, amortization, adjustments and disposals.
- Handles internal and external communications for the Deputy Executive Director/Chief Financial Officer.
- Manages contracts, including repository, review, approval process, reporting and alerts.
- Prepares financial reports to governments, including reports to funders.
- Prepares and reconciles a monthly schedule of the Society's investments.

QUALIFICATIONS

Education, Training, and Experience

- Bachelor's degree, in a related discipline, and/or two-year accounting diploma or equivalent.
- Strong technological skills, including proficiency in Microsoft Excel, and Sage 300 ERP. Working knowledge of Sage 300 Accounts Payable Automation software is desirable.
- Two years' experience in financial accounting, preferably in a not-for-profit multi-service organization. The equivalent combination of education and experience will also be considered.

Knowledge Skills and Abilities:

- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Strong knowledge of Generally Accepted Accounting Principles.

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

Posted: 21-Aug-5

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

- Proven time management, analytical and organization skills.
- Demonstrated effectiveness as part of a staff team.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.

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: August 25, 2021

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

Email: Peter.Larsen@options.bc.ca

Please include a cover letter indicating the posting number [#21888] and detailed resume outlining your qualifications and related experience for the position.

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

Posted: 21-Aug-5