

**We're Hiring!**



## ASSOCIATE ACCOUNTANT

<b>Posting Requisition</b>	<i>22119</i>	<b>Program</b>	<i>Finance</i>
<b>Job Type</b>	<i>Regular, Full-time</i>	<b>Location</b>	<i>Surrey, BC (In-office)</i>
<b>Hours of Work</b>	<i>35 hours per week</i>	<b>Closing Date</b>	<i>Open until filled</i>

Options Community Services is 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.

This position is responsible for processing accounts receivable, preparation of financial reports and documents and providing support services to ensure effective, efficient and accurate financial and administrative operations.

### ACCOUNTABILITIES

- Develops and maintains efficient and systematic accounts receivable procedures for entering, coding, processing and posting transactions.
- Handles accounts receivable, electronic fund transfers, and bank deposits, including monthly rent deposits, for OCS 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.
- Prepares journal entries as required to complete listed duties and responsibilities.
- Processes payments to vendors and related to the Society's clients rent
- Processes bi-weekly mileage and other employee reimbursements.
- Prepares financial reports to governments, including reports to funders.
- 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.
- Performs other duties, as needed.

### QUALIFICATIONS

#### Education, Training, and Experience:

- Diploma in Accounting from an accredited post-secondary institution, or equivalent and a minimum of two (2) years experience in accounts receivable and payable, financial accounting and administrative support. An equivalent combination of education and experience will be considered.

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**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.

**SPECIAL REQUIREMENTS**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

*\*An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

**PLEASE APPLY TO:** Jason Brown, Director of Accounting

Email: [jason.brown@options.bc.ca](mailto:jason.brown@options.bc.ca)

**No phone calls please**

**Please include a cover letter clearly indicating the posting number [posting #22119] and outlining your qualifications and related experience for the position.**