



Job Posting for Accounting and Finance Specialist

October 25, 2022

Position Title: Accounting and Finance Specialist

Hours: Part-Time 24-30 hours per week (flexibility on weekdays, no weekends)

Starting Date: To be determined - as soon as a candidate has been chosen

Rate of Pay: \$24.35 per hour

After 90 days successful completion of the probation period, applicant is eligible for extended health benefits

Community Connections Society of Southeast BC is looking for an Individual to join our accounting team processing accounts receivables and payables.

The successful candidate will join the accounting team, which shares the following duties:

- Maintain the Accounts Receivable within QuickBooks Online
- Accounts Receivable responsibilities:
 - Process invoices for tenants and occupants, fee for service clients and any a variety of billable customers
 - Follow up reminders and telephone calls to late or delinquent A/R accounts
 - Record revenues received by EFTs, cheque, cash, direct pay daily
 - Familiar with not-for-profit accounting or willing to learn the differences between a not for profit and for-profit accounting practices
 - Post, maintain and control procedures for cash donations/in kind donations
 - Ensure customers payments are received in a timely manner and if not, to make a payment arrangement on when payment will be received (if applicable)
 - Financial projects required by coordinators, funders, grantors, and customers upon request
 - Manage and maintain staff credit card accounts including opening and closing cards for staff and reconciling accounts (control account and subaccounts)
 - Automate tasks for efficiency and reduced redundancy
 - Manage the cash and bank deposits on a weekly basis
 - Secure any cash receivables on site
 - Manage petty cash floats with different programs
 - Filing and maintain accounting policies and procedures
- Accounts Payable responsibilities
 - Allocate, code and post vendor and employee expenses to multiple programs using a class accounting system
 - Management of vendor and program projects costs and expenses
 - Maintain the outstanding accounts payables
 - Process accounts payable including reconciling and balancing payments
 - Biweekly payable cheque processing
 - Weekly Subsidy cheques processing
 - Scheduling maintenance for cheque signors on weekly and biweekly basis



Community Connections
Community Connections Society of Southeast BC

“Linking People, Communities and Services”

Other responsibilities:

- Assist the Finance Director as needed
- Bank reconciliations (as needed)

Desired Experience and Skills:

- Minimum 1-2 years accounting experience
- Attention to detail
- Ability to work in a fast-paced dynamic environment
- Critical thinking and judgement
- Problem solving and reconciliation skills
- Ability to multi-task and meet deadlines
- Organizational skills
- Effective communication
- Working knowledge of QuickBooks Online
- Willingness to learn and participate
- Ability to work both independently and as part of a team

Deadline for Applications: When position is filled

Submit to: Community Connections Society

Attention: Tesha Head, Quality Assurance and Office Manager

Email: officemanager@ccssebc.com