



Community Connections
Community Connections Society of Southeast BC

"Linking People, Communities and Services"

Job Posting for Accounting and HR Assistant Excluded Position

October 21, 2025

Position Title: Accounting & HR Assistant

Hours: Full time 35 hours per week

Starting Date: ASAP

Rate of Pay: \$30.00 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 support our accounting and administrative team.

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)
 - 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

Other responsibilities:



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- Cross train with payroll and back up if needed alongside the Finance Manager
 - Assist with year end audit preparation alongside the Finance Manager
 - Other accounting tasks not limited to those listed
 - Filing, answering the accounting phone and working with other employees as required
 - Other accounting tasks not limited to those listed
- Cross trained HR tasks:
 - Administrative Support – Provide general administrative support to management team
 - Recruitment assistance – posting job openings, screening resumes, scheduling interviews, and conducting reference checks
 - Onboarding – onboard new employees, including preparing orientation materials and conducting initial training sessions
 - Maintaining employee records – manage and maintain employee records and HR data bases
 - Recommend improvements, update and create organizations' policies and procedures
 - Reception coverage during vacation/illness

Desired Experience and Skills:

- Minimum 3-5 years accounting experience
- Business administration
- Attention to detail
- Ability to work in a fast-paced dynamic environment with lots of program variances
- 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
- Experience with union and non-union environments
- 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 Nee, Operations Manager

Email: officemanager@ccssebc.com