



# Employment Opportunity

**Job Title:** Accounting Clerk

**Starting Date:** September 2024

**Hours:** 24 - 40 (this position is open to both part-time and full-time applicants)

**Salary:** \$50,000 - \$55,000 (based on a full-time salary and commensurate with experience)

**Benefits and Perks:**

- Competitive extended medical and dental benefits package
- 5 paid sick days/year
- Employer RRSP matching (2%)
- Flexible hybrid schedule possible
- 3 weeks of vacation
- Paid professional dues (if applicable)

**Position Summary:**

Do you long to be employed in a career that really matters? Advokate Life & Education Services Society, is searching for an experienced and compassionate individual for the Director of Pregnancy Care Services position, working out of their head office in Abbotsford, B.C.

The Accounting Clerk is a key member of our Finance team and will be responsible for the processing of our supplier invoices and staff reimbursements. The position will also assist with donation processing and month-end accounting as required.

**Major Responsibilities:**

Payment Processing

- Processing supplier invoices and staff reimbursements for payment using our Dext invoice processing and Plotoo payment processing platforms
- Assisting with full cycle accounting (A/P, A/R & GL) up to preparation of financial statements
- Performing accounting functions using Quickbooks Online accounting software
- Responsible for the Accounts Payable function by performing duties such as:
  - Validating, coding and ensuring approval of all vendor invoices and staff expense claims
  - Ensuring that established procurement guidelines are adhered to and ensuring approval from designated signing authorities
  - Coordinating authorized signatories as required; preparing Plotoo payments and processing electronic payments

Donation Processing

- Assisting with the Donations Processing function by performing duties such as:

- Posting donations into the Kindful donation platform as required
- Updating addresses of all returned mail
- Assisting with banking duties and deposits as needed
- Assisting with donation counts for various Development events eg. Baby Bottle campaign, Walk for Life, Galas
- Follow up with site managers for documentation to support in-kind donations
- Resolving donor inquiries

### General Accounting

- Assisting with General Financial functions by performing duties such as:
  - Reconciling Balance sheet accounts as needed
  - Assisting with general ledger adjusting entries as needed
  - Overseeing and managing the credit card program
  - Assisting with preparation for the annual financial review
  - Updating financial policies & procedures
- Support the Director of Finance with various projects
- Other duties as assigned.

### **Knowledge, Skills & Abilities:**

- Fully committed to Advokate's vision, mission, and values.
- Excellent interpersonal skills
- Ability to work independently and collaborate with a team.
- Strong attention to detail and ability to plan, organize and multi-task.
- Able to work flexible hours as some evenings and weekends will be required during certain events and campaigns.
- A valid BC class 5 driver's license and provision of own transportation.

### **Preferred Education, Training & Experience:**

- An education, preferably a Bachelor's degree, in accounting, finance or business, or supplemented by course work in these disciplines.
- Enrolled in the CPA program
- Two years of accounting experience preferably with a charitable or non-profit organization.
- Experienced with Quickbooks, Dext, Plooto, Kindful (or similar donation

Please email resume and cover letter  
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