



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 Accounting Clerk 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
to: colin@advokate.ca