



Vacancy Posting – Competition #2019-05-02 AA-EX
This position is exempt from union membership

Posting date: May 2, 2019
Closing date: May 21, 2019
Position: **Accounting Assistant (full-time position)**
Hours of work: 35 hours per week
Contract period: As soon as possible until March 31, 2020
Location of work: 930 Balmoral Road, Victoria, BC
Rate of pay: ICA offers a competitive salary (benefits after successful completion of probation period)

The Inter-Cultural Association of Greater Victoria (ICA) helps individuals and organizations connect across cultures. We provide information, support and tools to help immigrants reach their goals. By engaging people through networks, education and arts programming, we create a welcoming community. ICA offers services for newcomers, including settlement and integration counselling, translation and interpretation, English classes, mentoring, volunteer matching, and peer support. We also provide outreach and education in the community through arts programming, as well as workshops on anti-racism, multiculturalism, diversity awareness, immigration and human rights.

Job description

Provides daily accounting, payroll and benefit administration support towards ensuring the financial health of ICA by ensuring accurate financial transactions by following financial policies, procedures, records and Collective Agreement. Reports to the Finance Manager.

Qualifications

Formal accounting and/or bookkeeping education and training is required. Some postsecondary work in accounting, an undergraduate degree in a related field, and/or accounting designation (e.g., Chartered Professional Accountant) and/or Canadian Payroll Association payroll certification (PCP or CPM) is preferred. Equivalent combination of education, training and experience may be considered. Proficiency in a major immigrant language and/or immigration experience is an asset.

Three to five years of previous work experience in accounting, payroll and benefit administration. Work in a similar environment (social services, nonprofit organization) and experience working with persons from a wide variety of cultural and ethnic backgrounds preferred. Three to five years of work experience with accounting software, preferably QuickBooks. Experience working in a unionized environment is required.

Required skills and abilities

- Manage accounts payable (Telpay, Cheques), AP aging and other reporting.
- Reconcile payment clearing accounts.
- Manage Telus Mobility account and phone deployment.
- Manage accounts receivable for Interpretation/Translation fee-for-service program.
- Manage receipt of major funding grant contributions and all deferred revenue.
- Manage payroll functions: creating new employee records; updating employee information; processing biweekly payroll; reporting and preparing statutory remittances; and reporting and remitting pension contributions.

- Participate in payroll year-end functions; TR reconciliation; year-end procedures; filing T4 and T4 summary; filing WorkSafe payroll report; and payroll preparing up year-end and new-year requirements.
- Prepare ROE and termination payments.
- Produce annual pension report.
- Reconcile Moneris transactions with QuickBooks.
- Receive cash/cheques and process bank deposits.
- Prepare monthly bank reconciliation.
- Process DonorPerfect contributions.
- Serve as liaison on accounting/payroll-related issues with members of the management team and keeps them apprised of developments in this area.
- Answer employee queries on payroll and benefits matters; maintains records for Group Benefits Plan, serving as ICA's benefits administrator.
- Manage employee pension plan enrollments, entitlements and reporting.
- Administer benefits: enrolment and termination changes; and reconciling benefits with GL.
- Maintain financial, payroll and employee benefits records.
- Ensure arithmetic accuracy of invoices and accurate coding of invoices and payment requisitions, as well as proper approval following ICA's policies and procedures; assists staff in making purchase decisions.
- Prepare all payments including accounts payable and payroll and distributes cheques and supporting documents for signature .
- Enter cash disbursements and receipts into computerized accounting package on a timely basis.
- Participate in year-end audit preparation.
- Participate in training opportunities to stay current on issues impacting ICA's operations.
- Follow all ICA policies and administrative procedures.
- Other related duties as assigned.

Additional information

- Some travel to community locations within Greater Victoria will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Valid BC driver's license and access to a car would be a requirement.
- As a condition of hire, a current, clear criminal record check, including vulnerable populations check, and proof of WHMIS training is required.

Closing date

Please submit a **cover letter and current resume (in .pdf format)**, noting relevant qualifications and experience to the Inter-Cultural Association of Greater Victoria, Attention: HR Manager, via email to careers@icavictoria.org by May 21, 2019. **Please quote Competition #2019-05-02 AA-EX in the subject line.**

Please note: This position is exempt from union membership and open to applicants of all genders. Only short-listed applicants will be contacted.