



**Vacancy Posting – Competition #2019-05-24 AA-EX**  
**This position is exempt from union membership**

**Posting date:** May 24, 2019  
**Closing date:** The posting will remain open until the position is filled  
**Position:** **Accounting Assistant (full-time position)**  
**Hours of work:** 35 hours per week  
**Start date:** As soon as possible  
**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**

Daily accounting functions for accounts payable, accounts receivable and assists the Finance Manager with other accounting procedures.

**Qualifications**

Three to five years of previous work experience in accounting, payroll or a similar office environment is required. Students currently enrolled in a postsecondary accounting program are encouraged to apply. An equivalent combination of education, training and experience may be considered. Proficiency in a major immigrant language and/or immigration experience is an asset.

**Required skills and abilities**

- Manage accounts payable including but not limited to processing vendor invoices, payments and reconciling vendor statements.
- Manage accounts receivable by assisting internal departments with client billings and following up with outstanding accounts.
- Enter cash disbursements and receipts into Quick Books on a timely basis including reconciling credit card transactions and donations.
- Ability understand Government remittances and payroll functions; processing payroll is an asset.
- Participate in end of the year audit preparations.
- Prepare bank deposits and reconcile bank statements.
- Follow all ICA policies and administrative procedures.
- Other related duties as assigned.

**Additional information**

- 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 an asset.

- 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](mailto:careers@icavictoria.org) . The posting will remain open until the position is filled. **Please quote Competition #2019-05-24 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.