



Vacancy Posting – Competition #2021-10-06 BA-EX
This position is excluded from union membership

Posting date:	October 6, 2021
Closing date:	Ongoing posting until a suitable candidate is selected
Position:	Bookkeeping Assistant (part-time position)
Hours of work:	17.5 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

The Inter-Cultural Association of Greater Victoria (ICA) helps immigrants and refugees meet their social, cultural, and economic goals. Comprised of dedicated staff and volunteers, ICA provides language instruction, support finding housing and employment and a range of other services. In addition, ICA is actively engaged in the community to strengthen connections between immigrants and those born in Canada. Through our work, we are building a strong, diverse, and vibrant community. ICA is a welcoming, passionate, and energetic organization that has been having a positive impact in the Greater Victoria region for nearly 50 years.

Job description

Provides daily accounting and administration support towards ensuring accurate financial transactions by following financial policies, procedures, records, and Collective Agreement. Serves all individuals, including BIPOC, LGBTQ2+ and Indigenous, and those with diverse abilities. Reports to the Finance Manager.

Qualifications

- Undergraduate degree in related field of finance and/or bookkeeping/accounting, or a combination of education, training, and post-secondary work experience.
- Three years' work experience in accounting, preferably QuickBooks, would be an asset.
- Experience working in a unionized environment is preferred.
- Experience working within social services, not-for-profit and/or multicultural environment.
- Experience working with immigrants and refugees and understanding of immigration and refugee issues.
- Proficiency in a settlement and/or resettlement language preferred.
- Indigenous cultural competencies and/or lived experience with Indigenous communities welcomed.

Required skills and abilities

Accounts payable:

- Ensures proper approval for invoices by following ICA's policies and procedures.
- Ensures accuracy of invoices and coding to GL accounts.
- Prepares necessary documents for payments, which includes distributing cheques for signatures and preparing other payment processes.

Accounts receivable:

- Monitors accounts receivable by following up with clients for payments.
 - Assists in preparing program invoices.
 - Assists in processing funding grant contributions.
 - Reconciles credit card transactions to bank deposits.
 - Assists in receipting donations and processing for bank deposits.
 - Reconciles third party donor software to deposits received.
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Other accounting duties:

- Reconciles payment clearing accounts and other GL accounts.
- Prepares weekly bank reconciliations and other monetary accounts.
- Participates in year-end audit preparation.
- Creates accounting spreadsheets.
- Updates spreadsheets with new information for the accounting department.
- Assists the payroll office as required.
- Assists with annual year end audit preparations.
- Follows all ICA policies and administrative procedures.
- Other related duties as assigned.

Additional information

- Some travel to community locations within Greater Victoria may 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. All overtime must be approved in advance.
- 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.

Please submit a **cover letter and current resume (in .pdf format)**, noting relevant qualifications, experience, and salary expectation to the Inter-Cultural Association of Greater Victoria, Attention: HR Manager, via email to careers@icavictoria.org. This is an ongoing posting until a suitable candidate is selected. **Please quote Competition #2021-10-06 BA-EX in the subject line.**

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