
Position Title: Senior Accounting Administrator

Department: Administration

Reports to: Finance Manager

Summary

The Senior Accounting Administrator is an essential position in a busy and growing Not for Profit (NPO) agency with a strong reputation for excellence. This position will provide opportunities for learning and growth to a candidate who sees their future in the NPO environment with a strong and supportive work culture.

Under the direction of the Finance Manager, this position will provide primary accounting to the organization including full cycle accounting, accounts payable and receivable, banking, cash flows, payroll, and benefits.

Key Responsibilities

- Perform weekly, monthly, quarterly and annual accounting activities in accordance with varying needs of funders and not-for-profit management
- Process weekly all purchase orders, cheques, direct payment requests and cash transactions; and insures they are tracked and charged appropriately
- Process all accounts payable and receivable and ensure all invoices and payments / cheques are tracked and reconciled
- Prepare budgets, cashflows, forecasts and other financial reports; and liaises internally and externally to resolve variances
- Support Finance manager to prepare for annual audit and financial monitors; process financial adjustments at year-end audit. Works with Finance Manger to review year-end adjustments and makes changes accordingly
- Maintains financial related filing system and annual calendar
- Assists with payroll
- Provide financial information to Finance Manager and Executive Director

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement NSMS's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Builds a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement. Assesses risk and develops risk mitigation strategies.

Job Posting

- **Engagement.** Shows passion for the job and the mission of the North Shore Multicultural Society. Engages people, organizations, and partners in developing goals, executing plans, and in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic, organized way. Follows directions, procedures and ensures deliverables are met on time + in accordance with agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns program policy and delivery with the strategic directions of NSMS. Champions organizational change.
- **Building the Organizational Team.** Coaches staff to meet the mission of NSMS. Builds successful relationships with clients, staff, volunteers, and partners.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet organizational objectives.

Qualifications, Skills and Experience

- Advanced accounting education at college or university level
- 3 years + full cycle accounting experience; familiarity with NPO accounting an asset
- Experience in general accounting procedures and knowledge of GAAP
- Proficient with QuickBooks and Excel and other MS Office Programs
- Experience with office management and administration
- Excellent communication (oral and written) and time management skills
- Ability to plan and organize work independently in complex funding environment and to meet deadlines.

Additional Information

- **Annual Salary:** \$50,000 – 55,000 commensurate to experience, plus competitive benefits package
- **Work Schedule:** 35 hour work week
- **Closing Date:** March 27, 2020 Applications will be reviewed and considered upon submission.

Resume and cover letter to:

Hiring Committee – Senior Accounting Administrator
North Shore Multicultural Society
#207-123 East 15th Street,
North Vancouver, B.C. V7L 2P7
Email: hr@nsms.ca

North Shore Multicultural Society is an Equal Opportunity Employer. Only short-listed applicants will be contacted. No phone calls please.