Employment Opportunity

Accounts Payable Specialist (Senior)
Administration – Vancouver
Regular Full-Time (35 hours/week) (Grid 17)

PCRS is a long-standing, award-winning not-for-profit that serves the most vulnerable people in the Province of B.C. We believe that helping the most marginalized individuals and families will raise the health and well-being of the communities we serve. Our vision is to see everyone thriving in strong, healthy communities, and our mission is to inspire healthy and inclusive communities through leadership and collaboration. We value advocacy, diversity and inclusion, empowerment, service excellence, stewardship, and well-being. We have been recognized for placing a high value on work-life balance. Our Employee Family Assistance Program has a full preventative health program including nutrition awareness, stress reduction, and tools to assist our staff with maintaining a work-life balance. We take care of our people who take care of the people we serve.

Position Summary:
PCRS Head Office requires a full-time, experienced Accounts Payable Specialist to support the finance team. The successful applicant will have extensive experience working in a high-volume accounting environment using Sage ERP 300 accounting software, excellent communication skills, and proficiency in M.S. Office software, particularly Excel. He/she must have the ability to handle sensitive and confidential information and work well in a team environment.

Primary Duties:
• Review and process weekly Vendor payments using digital tools provided
• Staff petty cash/mileage reimbursements, monthly rental payments, participant subsidies and all other payments and invoices as required.
• Reconcile Vendor Statements and follow up on discrepancies.
• Reconcile month-end Accounts Payable ageing to general ledger control
• Reconcile and process staff credit card statements
• Reconcile and submit GST rebate claims
• Administration of accounts payable document manager (DocLink)
• Provide backfill and support to other finance positions
• Provide support and assistance to the Controller and Director of Finance as required.

Academic and Job Experience Required:
Four (4) years of experience in a related high-volume accounts payable environment and fourth level in a professional accounting designation such as CPA or work/education equivalent. Preference will be given to those with Sage 300 ERP (Accpac) experience as well as having worked in a nonprofit agency. Strong comprehension of all Microsoft Office programs and database systems, including Excel, Office365 and various web-based applications.
Basic Requirements:
• Criminal record check including the vulnerable sector
• Excellent computer skills.
• Excellent accounting knowledge.
• Proof of being fully Vaccinated for Covid 19

Desired Requirements:
• Organizational skills.
• Effective time management processing high volumes.
• Detail-oriented.
• Able to prioritize and multitask in a fast-paced environment.
• Experience with computer applications/databases.
• Excellent math and penmanship skills.
• Strong communication skills with a diverse population.
• Ability to work collaboratively with a team as well as independently.

IMMEDIATE SUPERVISOR:
    Cheryl Jewhurst, Controller
Salary Range: $28.91/hour – $32.01/hour, Plus benefit package (100% employer-paid)
Closing Date: December 24, 2021 at 4:00 pm
Apply at: https://pcrs-external.scouterecruit.net/jobs/PCRS279

Offer of employment is conditional upon the applicant providing us with proof of being fully
vaccinated against COVID-19

“Pacific Community Resources Society is committed to diversity and inclusion and encourages applications from
people of all gender identities and expressions, persons with disabilities, Indigenous peoples and visible minorities.
Persons who anticipate needing accommodations for any part of the application process may contact our H.R.
department at hr@pcrs.ca. Personal information will be kept confidential.”