Finance Assistant

Closing date: January 28, 2022  
URL: [https://successbc.ca/jobs/12256-finance-assistant/](https://successbc.ca/jobs/12256-finance-assistant/)

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Permanent Full-Time</th>
<th>Code: 12256</th>
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<tbody>
<tr>
<td>Salary</td>
<td>$23.60 - $28.00</td>
<td>Hours: 35 hours per week</td>
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<tr>
<td>Job Number</td>
<td>12256</td>
<td>Location: Vancouver</td>
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<td>Reports To</td>
<td>Finance Manager</td>
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**Division:** Finance

**Program:** Finance

**Number of Positions:** 1

**About the Position:**

The Finance Assistant is responsible for preparing, examining, and analyzing accounting records, financial statements, and other financial reports, and assuring its accuracy, completeness, and conformance to financial reporting and procedural standards.

**Reports to:** Finance Manager

**Key Duties & Responsibilities:**

- Performs daily accounting tasks such as monthly financial reporting, general ledger entries, accounts payables, accounts receivables, and adjustments
- Prepares monthly and quarterly financial reports by collecting, analyzing, and summarizing account information and trends
- Assists with preparing annual budgets and quarterly forecasts
- Assists with the annual external audit
- Assists with other related duties as assigned by the Finance Manager

**Education, Training & Experience:**
S.U.C.C.E.S.S.

- Diploma or Degree in Accounting or Finance
- Minimum of 3 years’ experience in an accounting role in a non-profit setting
- Knowledge and experience working with Great Plains
- Knowledge and experience working with Generally Accepted Accounting Principles (GAAP)
- Experience of full-cycle bookkeeping
- Experience in handling financial reporting in Government funded programs

Job Skills & Abilities:

- Excellent oral and written communication skills
- Excellent time management and multi-tasking skills
- Excellent interpersonal skills
- Excellent technical skills in MS Office and web-based applications
- Ability to plan, organize, and manage work with minimal supervision
- Ability to understand technical concepts and takes initiative to resolve problems
- Ability to work with detail information
- Ability to work independently and as a part of a team
- Ability to work effectively in a fast-paced and dynamic work environment

Other Requirements:

- Clear Criminal Record Check

S.U.C.C.E.S.S. embraces diversity and encourages all qualified applicants to apply. Interested candidates please apply by emailing your application including the following e-mail subject line “Finance Assistant” by 5:00pm January 28, 2022 and submitting resumes to: jack.wong@success.bc.ca

While we appreciate all applications, only those selected for an interview will be contacted.