



## Claims Accountant Finance Department

### At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

Watch our video [Why I Love Working Here](#)

### Summary

The Claims Accountant will report to the Controller and ensures all financial accounting transactions for the Career Services Department are tracked, allocated, charged to the appropriate project account, and posted to the general ledger. Assists in the preparation of the program's financial reports, budgets, and proposals. Performs financial management responsibilities such as billing claims to funders, transaction reconciliation, and cash flow analysis. Participates in the financial monitoring and audit of the Career Services Programs. Assists Associate Director with program and claim-related issues as required.

### How You'll Make a Difference

- Codes, verifies, and allocates financial and accounting transactions to appropriate project/programs within the Career Services division.
- Prepares and reconciles Career Services monthly variance reports, divisional summary variance report, AR/DR reconciliation report and AR aging report according to established reporting schedule. Forwards to Associate Director and Director with recommendations for any adjustments and correction for their review/revision.
- Prepares and submits as scheduled funding claims and corresponding variance reports. Assists the Director and Controller in monitoring assigned project/program expenses and advises Associate Director and Directors of significant variances.
- Verifies the accuracy and completeness of Payment Requests forwarded to Finance for payments, ensuring requests are supported by invoices, receipts, bills and/or any other required documentation and that appropriate approval signatures have been obtained. Verifies calculations and arithmetic and that request has proper approval. Forwards request to Accounts Payable for processing. Maintains the continuous Capital/Fixed Assets schedule.
- Develop and implement worksheets and cash flow projections for new projects/programs.
- Assists Associate Director/Directors and Funding Program Officers to resolve accounting related issues. Liaises with Funding Program Officers when they conduct financial monitoring and review audits.
- Participates in the preparation of financial statements and budgets.
- Performs other related duties as assigned.

### What You Bring

Completion of post-secondary accounting or business courses for a recognized educational institution, current enrolment in Level 3 CGA/CMA program supplemented by a minimum of two (2) years recent related experience preferable in a not-for-profit mid-sized organization OR and equivalent combination of education, training and experience acceptable to the employer.

## IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

HEAD OFFICE: 2610 Victoria Dr. Vancouver, BC V5N 4L2

T: 604-684-2561 E: [info@issbc.org](mailto:info@issbc.org) [www.issbc.org](http://www.issbc.org)



### **What Makes You a Change Maker**

- Ability to communicate effectively in both written and oral English.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public who may come from differing cultural and linguistic backgrounds.
- Proficiency in Microsoft Office suite and ACCPAC. Demonstrated ability to remain current in these areas.
- Strong analytical skill and attention to detail.
- Demonstrated ability to prioritize, organize and complete tasks with minimal supervision.
- Ability to set and maintain boundaries with clients and manage self-care.
- Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.
- Ability to pass and maintain a clear Criminal Record Check.
- Ability to set and maintain boundaries with clients/staff and manage self-care.
- Ability to carry out the duties of the position.

### **ISSofBC Value Proposition**

- Role Salary Range: \$26.86 - \$35.11 per hour
- Expected Starting Range: \$26.86 - \$28.51. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually
- Three (3) weeks' vacation per calendar year
- Extended health and dental benefits
- Employer matched RRSP with contributions up to 5%
- Hybrid work opportunity

**Proof of COVID-19 Vaccination is required.**

**ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.**

**If you are passionate about making a difference, apply now!**

**Start Date:** December 1, 2022

**Location:** Varies

**Position:** Regular full-time position at 35 hours per week

**Closing Date:** open until filled

**Email applications must include: "2022-Admin-17" on the subject and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org).**

Applicants must be eligible to work in Canada. **We will be interviewing qualified applicants on a rolling basis as we receive applications.**