



**Staff Accountant, Finance and IT Department  
(Posted: July. 16<sup>th</sup> – July. 30<sup>th</sup>, 2024)**

**Job ID #:** 24068-Admin

**Position:** **Staff Accountant**  
Finance and IT Department – Vancouver Welcome Center  
Regular full-time position at 35 hours per week starting in August 2024

**At ISSofBC we believe in:**

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

**Summary:**

Reporting to the Senior Accountant, the Staff Accountant is responsible for the completion of accounting transactions of the organization including financial reporting, internal control, accounts receivable, banking and posting of accounting entries according federal and provincial requirements and established ISSofBC policies and procedures.

**How You'll Make a Difference**

- Prepares and posts the allocation of administrative costs to various programs.
- Prepares and consolidates monthly financial statements and the financial analysis reports of ISSofBC and ISSofBC's wholly-owned subsidiary.
- Assists the Controller in the preparation of the annual budget, and year-end audit working papers.
- Monitors Accounts Receivable and Deferred Revenue balances for all contracts and grants.
- Maintains capital assets amortization schedules. Calculates and posts monthly amortization expenses.
- Reviews, verifies, codes and posts all cash receipt transactions to the GL system. Maintains continuity schedules for prepayments and accrued liabilities. Prepares and posts necessary adjusting journal entries to the GL system.
- Record and process data on photocopying to determine usage and cost.
- Prepare remittances for monthly benefit and RRSP contributions.
- Performs other related duties as assigned.

### **Qualifications**

Post-secondary degree or diploma in accounting supplemented by two (2) years' recent related experience in the accounting field (preferable with a non-for-profit or charitable organization) OR an equivalent combination of education, training and experience acceptable to the employer.

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

- Demonstrated 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.
- Proven organizational, administrative and analytical skills.
- Demonstrated teamwork and hybrid working skills.
- Proficiency in all aspects of General Accepted Accounting Principles and Financial reporting for Not-for-Profit and Charity sectors, Sparkrock, and Microsoft Office Suite.
- Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.
- Ability to set and maintain boundaries with clients and manage self-care.
- Ability to pass and maintain a clear Criminal Record Check.
- Ability to carry out the duties of the position.

### **ISSofBC Value Proposition**

- Expected Starting Salary: \$24.62 – \$27.09 per hour \*dependent on education/training/experience/internal equity. Wage grids are reviewed annually
- 105 hours of vacation and 35 hours of personal leave.
- Extended health and dental benefits upon joining.
- Employer RRSP contribution at 3% with no required employee contribution; Optional employee RRSP contribution at 1-5% with employer contribution up to 5%
- Employee and Family Assistance Program (EFAP)
- Values-based organization with collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

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

Applications must include "**24068-Admin**" in the **subject line** and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org). \*\*All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

*For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line.* Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted. **Closing Date: July. 30<sup>th</sup>, 2024**