

Accounting Assistant

Job Summary

- Reporting to the Administrative Coordinator, the Accounting Assistant is responsible for coordinating the operations of Fernwood NRG. Further providing customer services to best serve the operational needs of staff, clients, the community, and the strategic plan.

Duties and Responsibilities

Financial Management

- Processes Bi-weekly payroll for 40+ employees
- Assists in ensuring up-to-date Payroll Documentation
- Assists in ensuring accurate records of leave request's such as family days and sick days
- Daily follow up for customer and vendor inquiries
- Assist in credit card reconciliation, accounts receivable, account payable, and invoicing;
- Coordinates monetary tasks including: petty cash reconciliation, debit/credit transactions, payments tracking, and deposits;
- Other duties as required

Program/Operations Management

- Ensures the Centre has adequate supplies with cost effectiveness in mind;
- Coordinates acquisition and disposal of office equipment and other assets as required;
- Assists in providing basic website maintenance and computer support to staff and clients.

Qualifications / Requirements

- Minimum 2 years' administrative/ book-keeping experience or equivalent combination of education and experience
- Prefer completion of a college diploma or university degree in Business Administration or related field
- Valid BC driver's license and clean driver's abstract
- Hands on experience with general computer applications including: Microsoft Word, Excel & Outlook
- Ability to work in a high pace environment, interacting with the public and staff
- Ability to problem-solve and prioritize tasks with minimal supervision
- Professional, responsive, and positive work attitude
- Ability to work co-operatively in a team environment
- The successful candidate will undergo a criminal record check

Accounting Assistant

Working Conditions / Equipment Used

- Ability to move small office equipment such as desks, chairs, tables (up to 30 lbs)
- Possibility of encountering centre clients facing challenges or in crisis
- Working in a busy and sometimes noisy environment
- Working independently with minimal supervision
- Standard office equipment: Microsoft Outlook, photocopier, debit/credit, POS, multi-line phone.

Assets

- Knowledge of Point of Sale and debit/credit card systems
- First Aid -- Occupational First Aid preferred

Wage / Hours of Work

- Part-time position
- 24 hours/week with the possibility of more hour dependant on organizational needs
- \$20.00/Hr
- 4% vacation – accrued after 3 months
- After a successful 6 month probation you will be eligible to join our co-pay medical and/or dental benefits package.
- 10 Paid Sick days and 2 Paid Family days after a successful 3 month probation