



Position(s): Accounting and Operations Assistant
Location: PICS Surrey Head Office
Term: Full-time, 35 hours a week

Job Summary:

Perform accounting and operations related tasks in respect to provincially and federally funded programs. This includes, but is not limited to, assisting with A/R, A/P, producing reports and summaries, payroll and benefits administration, filing and organizing accounting documentation and issuing necessary receipts and cheques.

Duties:

- providing support to the Accountant, Director of Finance and the Senior Executive Assistant;
- performing accounts payable and accounts receivable duties;
- preparation of monthly, quarterly and annual reports and cash flows to funding agencies;
- performing payroll and benefits related duties;
- assisting with the allocation of expenses to appropriate accounts;
- assisting with issuing cheque requisitions for payment of staff travel expenses and related program expenses;
- assisting with and preparing deposits;
- assisting with and performing necessary account, bank and other reconciliations;
- issuing donation receipts;
- assisting the organization's directors with budgeting; and
- other assigned related duties as required;

Knowledge and Experience

- completed diploma in accounting or related discipline supplemented by two years of accounting experience; or equivalent combination of education and experience;
- experience with payroll and benefits administration is an asset;
- knowledge and experience of accounting computer applications (simply accounting or similar);
- intermediate level knowledge of MS Office software (Excel, Word);
- experience with non-profit would be an asset;
- knowledge or experience with cost accounting is a definite asset;
- working towards would be an asset; and
- a clean criminal record.

Skills and Abilities

- motivated to learn;
- ability to interact with managers, employees, funding source representatives and others encountered in the course of the work;
- strong attention to detail and accuracy;
- strong communication skills;
- ability to cooperate with a team and work independently;
- hardworking and meticulous;
- able to work efficiently and effectively under pressure;
- able to prioritize tasks effectively;
- reliable and trustworthy with a professional attitude; and
- hardworking and meticulous.

(How to Apply: Please submit cover letter and resume, stating wage expectations, to PICS HR Department at career@pics.bc.ca. Please use “Accounting Assistant” as the email subject.

Successful applicants are required to be fully vaccinated against COVID-19, exemption requests must be supported by valid, legal documents.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)