

JOB POSTING

Position: Accounting and Payroll Coordinator

Salary: Pay Grade 22 (\$28.47 to \$33.33 per hour plus benefits)

Reports to: Director of Finance

Hours: Full-Time (35 hrs/wk)

Posting Date: April 2nd, 2024

Closing Date: Once Filled

Nature of Position:

The Accounting and Payroll Coordinator is responsible for supporting the Finance department. The Accounting and Payroll Coordinator is responsible for all aspects of accounting related to revenues collected including accounts payable, payroll for unionized and non-unionized staff in ADP, month end close, financial statements, and benefits administration. Excellent communication skills and proven experience preparing financial statements as well as a strong sense of professionalism and interpersonal skills are required. In addition, experience within the non-profit industry would be considered an asset.

Ideally, the Accounting and Payroll Coordinator will be detail oriented, have good business acumen and be someone wanting to take ownership of their position. You will have at least 3+ years of experience in a full cycle accounting role. Strong communication skills, both written and verbal. Excellent work ethic, sense of responsibility and confidentiality. A positive self-starter with the ability to work well independently and with others.

Duties and Responsibilities:

- Full cycle accounting includes accounts receivable and accounts payable.
- Process financial records, including entering all payable and receivables transactions into the system, reconciling Visa statements with receipts from managers and others, and following up on lapsed receivables.
- Process daily cash receipts and prepare bank deposits.
- Prepares and reconciles bank statements; controls and deposits cash receipts as directed by the Finance Director.
- Closes accounts at year-end.
- Assist in the year-end audit process by preparing working papers and responding to the request for information.
- Prepare bank and similar account reconciliations.
- Prepare adjusting journal entries and assist with the financial statement preparation for Month-End and Year-End.
- Prepare PST and GST working papers.
- Full cycle payroll in a unionized environment.
- Organizes and coordinates office supply orders;
- Distributes incoming mail and coordinating outgoing mail;
- Assisting with maintenance of office equipment;
- Administration of benefits plans.
- Other duties as assigned.

Qualifications, Knowledge, Skills and Abilities

- A bachelor's degree in business/accounting and three years' experience in full-cycle accounting
- Highly proficient with Sage 50, ADP and Microsoft Office (including Excel, Word, Outlook, Excel, PowerPoint)
- Ability to maintain a high level of accuracy and maintain sustained attention to detail.
- Ability to effectively prioritize and organize a varied workload and schedule and manage time carefully to achieve results.
- Ability to establish and maintain effective working relationships with other staff and departments.
- Ability to Assist frontline staff in integrating financial output into MOV accounting systems and software.
- Ability to work independently in an organized and confidential manner.
- Ability to follow instructions and ask for directions when needed.
- The ability to lift and carry file boxes and supplies up to 35 lbs. at a time.

Hours: Full-Time (35 hours per week. Monday to Friday 9:00am – 5:00pm, with some evening and weekend work required)

Note: This position falls under the jurisdiction of CUPE local 15.

To Apply: Please submit application to: humanresources@museumofvancouver.ca

At the Museum of Vancouver, we are committed to recruiting a diverse workforce that represents the communities of Vancouver. All qualified applicants, regardless of race, religion, gender identity or expression, sexual orientation, national origin, disability, or age, will be considered for employment. If you have any accessibility requirements or concerns regarding the hiring process or employment with us, please notify us so we can provide suitable accommodation.

Regretfully, only those applicants selected for interviews will be contacted.

The Museum of Vancouver is located on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), səliłwətał (Tsleil-Waututh) and Sḵw̓x̓wú7mesh (Squamish) Nations, at the site of the ancestral Village of Seńáḵw – neighbouring the current Sḵw̓x̓wú7mesh reserve of the same name.