



Accounting & Human Resources Coordinator – Part Time

Reporting to the Executive Director, this position performs the following functions according to established procedures and standards.

Accounting/Bookkeeping:

- Producing and verifying the accuracy of the centre's financial statements. This includes reconciling balance sheet accounts (bank, petty cash, accounts payable, accounts receivable, etc.)
- Maintaining the computerized accounting system, including creating backups, setting up accounts, closing periods, and creating and modifying financial reports as required
- Coding and journalizing receipts, and disbursements
- Preparing and undertaking general journal entries
- Undertaking all payroll functions, including verifying payroll time sheets; tracking, calculating, and verifying staff benefit banks; enrolling and removing staff from benefit plans; and maintaining payroll files.
- Meeting deadlines required for external payroll and other financial reporting.
- Checking and verifying suppliers' invoices and employee expense reports.
- Preparing cheque requisitions for approval and payment.
- Initiating payments of approved disbursements, including payroll runs, printing cheques, processing petty cash requests, etc.
- Preparing and completing bank deposits.
- Monitoring expenses, investigating and reporting on variances.
- Maintaining and filing financial records.
- Maintaining confidentiality in all activities at CDC and ensures compliance with privacy legislation.

Human Resource Management:

- Assisting the Executive Director in maintaining records of staff vacation, sick days and benefits.
- Acting on behalf of management this position will undertake the following:
 - Providing confidential information and reports to WorkSafeBC regarding staff injuries and claims.
 - Receiving and submitting confidential employee health information to the Enhanced Disability Management Program (EDMP)
 - Soliciting and receiving confidential information from the Health Employers' Association of BC (HEABC) to help resolve and avoid grievances, as well as to receive interpretations/clarifications on articles within the collective agreements.
- Assisting the Executive Director in developing strategies to resolve union issues.
- Applying the human resources policies, procedures and practices of the organization.
- Ensuring that personnel files for program staff are properly maintained and kept confidential.
- Attending union/management meetings and preparing meeting minutes.
- Maintaining confidentiality and ensuring compliance with privacy legislation.
- Orienting new staff according to our orientation guidelines.

Other duties as required

QUALIFICATIONS

Education/Experience:

- A Diploma in Accounting and Finance, or Business Administration, or a Degree in Commerce/Business Administration from a recognized College/University, or another relevant discipline.
- Minimum 3 years of related experience is strongly preferred, including experience working with computerized accounting programs.

Skills and Abilities:

- Clear understanding of accounting processes and Generally Accepted Accounting Principles (GAAP)
- Strong computer skills, including intermediate skill level with Microsoft Excel.
- Proven verbal and written communications skills.
- Team-oriented, positive attitude and a willingness to learn.
- Ability to work well both independently and in a team environment.
- Effective communication and strong interpersonal skills.
- Excellent time management, organizational, and multitasking skills.
- Ability to meet ongoing deadlines and targets.
- Ability to analyze processes, develop efficiencies and solutions.
- Mathematical ability, accuracy and attention to detail.
- Flexible and able to work under pressure, including overtime when required.
- Ability to maintain confidentiality.
- A Clear Criminal Record Check is required.
- A valid Class 5 BC Driver's License is required