



Employment Opportunity

Position Title: Accounts Payable Administrator	Position Number: 2021-002
Location: Victoria BC.	Hours of Work: 37.5 hrs/weekly (Mon-Fri)
Salary: Compensation is competitive and includes an excellent benefits package	Status: Temporary (Maternity Leave)

POSITION SUMMARY:

Beacon Community Services is a well-established local charity operating in the Greater Victoria area for over 45 years. Reporting to the Director of Finance, the Accounts Payable Administrator is a key member of the Finance team responsible for all Vendor billing processing for our diverse set of social and health programs.

DUTIES AND RESPONSIBILITIES:

- Review, code, and process invoices for payment using various methods such as: cheque, pre-authorized debit, or Electronic Funds Transfer.
- Process regularly scheduled cheque runs
- Vendor account reconciliations
- Assist in month end closing process
- Regularly communicate with staff and Vendors

QUALIFICATIONS:

- Diploma or Undergraduate degree from a post-secondary institution
- Experience in Accounts Payable or other areas of accounting
- Experience using SAGE Accounting Software would be an asset
- Intermediate or advanced Excel skills

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational skills and attention to detail
- Ability to identify and implement improvements
- Excellent communication and interpersonal skills

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number **2021-002**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.