



Employment Opportunity

Position Title: Accounts Payable & Accounting Analyst	Position Number: 2022- 45
Location: 2723 Quadra Street Victoria BC V8T 4E5 (Required to work in office)	Hours of Work: 8:30am-4:30pm, 37.5 hours/weekly (Mon-Fri)
Salary: \$47,000 - \$50,000	Status: Regular Full-Time

POSITION SUMMARY:

Beacon Community Services is a well-established local charity operating in the Greater Victoria area for over 45 years. We are an award winning and accredited organization that helps people and improves lives through a range of community programs and services that span every phase of people's lives. We serve Southern Vancouver Island and the outer Gulf Islands with a team of around 260 staff and 600 volunteers. We offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating work environment. Reporting to the Manager of Finance, the Accounts Payable & Accounting Analyst is a key member of the Finance team, providing expertise in accounts payable and analytical functions for our diverse set of social and health programs in a timely and efficient manner.

DUTIES AND RESPONSIBILITIES:

- Reviews, verifies, codes, and processes invoices for payment using various methods such as: cheque, pre-authorized debit, or Electronic Funds Transfer
- Prepares coding sheets monthly for all corporate credit cards for approval
- Prepares monthly journal entries for recurring expenses, including accruals, allocated across all programs for review and approval and other adjustments as required
- Processes regularly scheduled cheque runs and continues to improve the payment process
- Responsible for vendor account reconciliations and monitoring accounts to ensure payments are up to date
- Assists in month end closing process: bank reconciliations, account reconciliations, aging reporting, account analysis and journal entry adjustments
- Regularly communicates and collaborates with staff and vendors
- Researches and resolves invoice discrepancies and issues
- Maintains accurate historical records, including copies of vouchers, invoices or correspondence necessary for files
- Maintains compliance with all accounting approval processes
- Monitors monthly prepaid and accrued liabilities

- Disburses petty cash upon request and reimburses petty cash on at least a quarterly basis
- Assists in preparation of detailed budgets
- Provide cost control support and basic cost analysis
- Assists with project cost tracking to budget
- Generate financial reports and expense reports for management
- Provides supporting documentation for audits
- Provides administrative support as needed
- Functions as backup for office management
- Provides support to Accounts Receivable
- Data entry and filing of paper and electronic copies; upon request

QUALIFICATIONS:

- 2-3 years' experience in Accounts Payable (other areas of accounting an asset)
- Diploma or Undergraduate degree from a post-secondary institution would be an asset
- Experience using SAGE 300 Accounting Software preferred
- Intermediate or advanced Excel skills (Pivot tables and vlookups) an asset
- Able to work independently as well as part of a team with flexibility and willingness to learn and take initiative on variety of tasks and projects

KNOWLEDGE, SKILLS AND ABILITIES:

- Meticulous attention to detail and accuracy
- Strong problem solving, organizational and follow-through skills
- Excellent prioritization and time management skills
- Excellent analytical, thinking and problem-solving skills
- Exceptional knowledge of Excel, Microsoft Office and Outlook
- Fast learner, detail oriented, efficient working style and ability to work independently
- Basic accounting knowledge
- Maintains confidentiality
- Ability to maintain good vendor relationships
- Ability to identify and implement improvements
- Excellent verbal and written communication and interpersonal skills

ADDITIONAL INFORMATION:

Beacon Community Services serves vulnerable populations including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
- All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number **2022- 45**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.