

## JOB POSTING

### Bookkeeper – Part Time (24 hrs per week)

Location: North Vancouver, British Columbia

#### General Purpose

Reporting to the Director of Finance and Administration (DoF), the bookkeeper is responsible for supporting the accountant and DoF with the business transactions of the organization.

#### Key Responsibilities and Duties

- Handle the accounts payable, which includes verifying and entering vendor invoices, payments, reconciling vendor statements, reconciling, and processing company credit card statements.
- Handle the accounts receivable, which includes processing incoming payments and bank deposits, managing collections and aging reports, prepare company invoicing.
- Ensure the integrity of accounting information by recording, verifying, allocating, analyzing, reconciling transactions, journal entries, and resolving discrepancies.

#### Qualifications

- An accounting degree/diploma with a professional accounting designation (i.e., CPA-CMA, CGA, or CA) is desirable.
- Three to five years of experience, preferably in the not-for-profit sector or Indigenous Organization.
- Excellent computer skills with experience in accounting software, JD Edwards experience is an asset.
- Experience in full-cycle accounting.

#### Salary

The hourly rate ranges from \$25-28.50 per hour

Your cover letter and resume should be submitted as one document in your profile when applying for this position. **Deadline date to submit is March 1, 2024.** Please submit document to [info@hiyamhousing.com](mailto:info@hiyamhousing.com)