

JOB POSTING

General Purpose

The junior accountant provides support to the Senior Accountant and Director of Finance and Administration with the business transactions of the organization.

Key Responsibilities and Duties

- Assist with the preparation of financial statements and reports
- Maintain and reconcile general ledger accounts like AP, AR and Security Deposits
- Process invoices, receipts, and payments, manage collections and aging reports
- Enter vendor invoices, reconcile vendor statements and process company credit cards
- Prepare and submit tax forms and other compliance documentation
- Support month-end and year-end close process
- Perform bank reconciliations and other reconciliations as needed
- Help with audits and ensure accurate financial recordkeeping
- Maintain financial records in compliance with company policies and regulations
- Provide administrative support to the accounting department as needed

Qualifications

- An accounting degree/diploma in accounting or a related field is required; working toward a professional accounting designation is an asset.
- 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 annual salary range ranges between \$59,000 - \$68,000.



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Your cover letter and resume should be submitted as one document in your profile when applying for this position. **Deadline date to submit is May 15, 2025.** Please submit document to hr@hiyamhousing.com