

JOB POSTING – Accountant

Organization: Hiyam Housing
Position Status: Full-time (40 hours per week)
Primary Office Location: North Vancouver
Number of Positions: 2

Background:

Hiyam Housing is a non-profit organization created by the Squamish Nation Council with the goal of housing every Squamish people within a generation. Our focus is on providing affordable housing for low-to-moderate-income families, with priority given to Squamish Nation people.

General Purpose

The Accountant provides support to the Senior Manager of Accounting and Director of Finance 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
- Process bi-weekly payroll
- 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 \$68,000 - \$75,000.

Your cover letter and resume should be submitted as one document in your profile when applying for this position. **Deadline date to submit is July 22, 2026.** Please submit document to hr@hiyamhousing.com