



Box 20193, RPO Towne Centre
Kelowna, BC V1Y 9H2
Administration: 778-478-7774
24-hour Line: 250-763-1040
kelownawomensshelter.ca

Accounting Technician

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter since 1980, provides a range of services and programs, with a focus on the prevention of intimate partner violence and support services for women and children, during and following an abuse crisis.

Our non profit organization is growing and we are seeking an innovative, enthusiastic, Accounting Technician to grow with us!

Reporting to the Financial Controller, this position will be responsible for:

General Accounting Duties

- Codes source documents such as invoices and receipts to the appropriate account, department, and fund.
- Obtains required approvals for invoices, bills and payments and process.
- Prepares cheques for signing and obtains electronic approvals for direct deposits, pre-authorized debits, and online banking payments.
- Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable and accounts receivable.
- Maintains bank account records – reconciles bank accounts, balances cheque books and prepares bank deposits.
- Prepares, submits, and pays PST and GST returns and quarterly WCB report.
- Prepares tax receipts for charitable donations and reconciles to donation software and general ledger.
- Assists Financial Controller and audit firm in preparation of working papers for annual audit and production of financial statements.
- Assists Financial Controller in tracking and recording revenue and expenses for grants and designated donations for recording and reporting purposes.
- Assists Financial Controller in preparation and tracking of annual organizational budget and departmental budget allocations.
- Works with the Leadership team to prepare budgets and reports as required for existing and potential funding organizations and individuals.
- Maintains confidentiality, as required by law.

Payroll

- Sets up staff schedules in scheduling software.

- Imports electronic scheduling information and prepare and record payroll.
- Works with human resources to respond to questions from staff and management regarding payroll and benefit deductions.
- Compiles, maintains, and produces statistics and reports of records such as seniority, vacation entitlement, sick leave, turn-over and banked overtime.
- Prepares records of employment as needed.
- Maintains, pays, reconciles, and prepares reports for Municipal Pension Plan.
- Maintain records of Union Dues and submits payment monthly.
- Calculates, prepares, and remits all statutory deductions and WCB.

Other related duties

- Maintains a system of reporting and recording donations in partnership with the Resource Development staff and Financial Controller.
- Utilizes an approved accounting software to track and monitor all accounting transactions.
- Assists the Financial Controller with preparation of reports for the Leadership Team, Finance Committee and Board.
- Assists the Financial Controller to be aware of, and comply with, all legislation, regulations and guidelines relating to accounting, bookkeeping and payroll.
- Participates in regular staff meetings and meetings with Financial Controller and other management/staff as needed.

Qualifications

- Completion of post-secondary certificate in areas such as accounting and payroll; diploma preferred.
- Working towards payroll certification and/or Certified Professional Accountant designation.
- Minimum of three years recent experience in related field.

Skills and Abilities

- Knowledge of relevant computer software programs such as Microsoft Office Word, Excel, Sage accounting software, Comvida and Etapestry.
- Proficient in payroll, pension, and non-profit accounting practices.
- Excellent organizational, time management and multi-tasking abilities.
- Excellent written and verbal communication skills with an aptitude for dealing effectively with people at all organizational levels.
- Ability to actively support a healthy organizational culture, teamwork, and collaboration.
- Ability to administer good judgment in situations where a decision is required within established policies, directives and/or regulations.
- Ability to assess financial data and choose an approach using accepted accounting methods and internal controls.

This is a full-time position, 37.5 hour per week, Monday to Friday offering a competitive salary and benefits package.

If you are interested in applying for this position, please email your resume and cover letter to the careers@kelownawomensshelter.ca. This posting will remain open until the right candidate is found.

We thank all those who express interest in this opportunity, however, only those short-listed will be contacted.