



Vernon Women's **Transition House** Society

## **Employment Opportunity**

**We are inviting applications for the position of Accounting and Payroll Administrator  
This position is part time (24-28 hours per week) and excluded from Union Membership  
The hourly rate ranges between \$20.00 and \$25.00, depending on qualifications  
Competition # 2017-009 – Applications accepted until January 12<sup>th</sup>, 2018**

**“Women will live with dignity and respect, free from violence and abuse”**

*The Vernon Women's Transition House Society provides a wide range of supportive services for survivors of domestic and sexual violence. We provide shelter, counselling, child and youth advocacy, outreach services, and much more*

*We strive to retain a grassroots atmosphere of women helping women.  
Our work environment is casual and based on team work.*

### **Job Summary:**

Responsible for the accounting and payroll functions of the Society through bookkeeping, payroll and benefits administration, banking and reporting. Maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial and payroll administration of the Society. Analyzes financial information and provide advice on financial matters.

### **Qualifications:**

#### ***Education, Training and Experience***

- Degree or Diploma in business or administration, including financial management, payroll and benefits administration.
- 5 years recent related experience, preferably in the social services sector.
- Experience with accounting and payroll software is essential.
- Proficient in Microsoft Excel.

An equivalent combination of relevant education, training and experience will be considered.

### ***Skills & Abilities***

- Excellent oral, written, and interpersonal communication skills
- Excellent planning, organizing and administrative skills.
- Demonstrated ability to manage and operate computerized accounting and payroll systems.
- Demonstrated ability to prepare and analyze financial reports.
- Demonstrated teamwork skills.
- Ability to function independently and frequently under pressure, in an often chaotic environment, while managing multiple projects and deadlines.
- Valid Driver's license and availability of personal vehicle for work purposes.
- Ability and willingness to adapt to a flexible work schedule, depending on the needs of the organization.

- Ability to apply tact and diplomacy in dealings with others.
- Ability to handle confidential information.
- Ideal characteristics for this position include reliable, detail-oriented, and highly organized

**Responsibilities and Duties:**

Under the direction of the Co-Executive Director of Administration, the Accounting & Payroll Administrator will:

1. Code, record and post transactions in journals and the general ledger, including complex transactions such as lease, amortization and major asset acquisitions.
2. Monitor expenditures, journal and ledger entries, bank statements, account activity and other accounting and financial records. Ensure financial recording accuracy and compliance with generally accepted accounting principles (GAAP) and established accounting standards, procedures and internal controls. Investigate and follow up to discuss and correct/report unusual or questionable entries or account balances. Reconcile balance sheet accounts.
3. Responsible for the accurate and timely preparation and dispersal of payroll including preparation of T4's.
4. Responsible for the accurate and timely administration of group benefits and maintain records for taxable benefits.
5. Plan and prepare budgets and cash flow projections and other financial reports and summaries. Make recommendations to improve individual or organizational accounting and management practices and/or systems. Ensure departmental and organizational staff are trained and aware of accounting system/standards and expectations.
6. Ensure monthly analysis of accounts and budget variances are prepared; analyze results and discuss major variances with the Executive Director.
7. Follow up to ensure adequate resources are available to meeting program commitments.
8. Provide labour relations data related to hiring, performance appraisal, discipline, grievance resolution, arbitration, and discharge. May provide input or participate in union or other negotiations.
9. Coordinate reporting and other information requirements related to various filing requirements, annual and other audits, etc.
10. Conduct special studies, make presentations, and maintain a current awareness of developments in assigned area of responsibility.
11. Prepare documentation for audit and working papers.
12. Perform other related duties as required.

**To Apply:**

Please submit resume with cover letter to [hr@vwts.ca](mailto:hr@vwts.ca) by **January 12<sup>th</sup>2018**, quoting **Competition 2017-009** in the subject line.

Please note that the selected candidate will require:

- A satisfactory enhanced Criminal Record Check

*While we appreciate all applications, only candidates selected for an interview will be contacted*