

## ACCOUNTING COORDINATOR

Permanent, Full Time

Location: Vancouver

### THE POSITION

The Alzheimer Society of BC is currently recruiting for an Accounting Coordinator to join our Finance and Accounting team! The Accounting Coordinator will be responsible for preparing and processing financial information. This position will support the team in all levels of the budget, accounting and reporting cycle.

This position reports to the Manager, Finance Operation but also works closely with the Payroll and Accounting Specialist and Financial Analysis Coordination to ensure service excellence with all stakeholders.

### RESPONSIBILITIES

Provides backup support for Payroll and Accounting Specialist which includes: accounts payable, payroll, and other duties as necessary.

Assists in preparing and sending out monthly financial statements (balance sheet, income statement and individual department and program reports)

Assists in preparing various remittances

Assist in preparing reports such as Gaming Commission Summary and CRA T3010

Assists in grant reporting and budgeting.

Assists in preparing working papers for annual audit.

Provides various financial reports and data to the Director of Finance and Administration and Manager, Financial Operations as required.

Assists in Budgeting process

Assists in Insurance renewal

Other duties as required to meet the needs of the role in relation to organizational goals

### QUALIFICATIONS AND SKILLS

You currently possess 2-5 years of experience in bookkeeping/accounting, possessing demonstrated knowledge and experience in accounting principles and procedures, in related non-profit field. Proficient in Accounting Software (Financial Edge Experience if possible), Excel skills and Word. Accuracy and strong attention to detail. Team player.

**PLEASE NOTE:** The successful candidate will be asked to provide proof of full COVID-19 vaccination and will also be required to obtain clearance through the BC government online criminal record check system.

## **ABOUT US**

The Alzheimer Society of B.C. is the leading charity in supporting people who are living with dementia, their caregivers and families. While we're working toward a future without dementia, until that day comes, we are working to ensure that people affected by dementia get the support they need to live the best life possible.

We offer a flexible, hybrid work environment, including opportunities for a nine-day fortnight. We also offer:

- Excellent employee benefits package, including a Health and Wellness spending account.
- Competitive salary range of \$49,400 to \$61,800.
- Participation in Group RRSP.
- Employee and Family Assistance program for you and your dependents.
- Professional Development opportunities.
- Generous leave provisions (vacation, personal days, etc.).
- 13 paid statutory holidays a year.

There are approximately 70,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported, and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

*Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

EMAIL (Only PDF or Word documents are accepted)  
your resume and a cover letter that details how your experience and qualifications match this opportunity.

Interested candidates are encouraged to apply as soon as possible. The position will remain open until filled.  
Thank you.

Simon Weeks, Manager – Human Resources  
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Thank you for your interest in the work of the Society. Please note only applicants who are selected for an interview will be contacted directly.

To find out more about the Alzheimer Society of B.C., our work, mission and programs, and First Link®, visit: [www.alzheimerbc.org](http://www.alzheimerbc.org)



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