

JOB POSTING

POSITION: Accounting Assistant

WORKING DAYS AND HOURS – This is a full-time position with 40 hours per week. Monday to Friday, 9:00 AM - 5:00 PM. 100% on-site at 7415 Sussex Avenue, Burnaby, BC.

EXPECTED START DATE: Wednesday, Aug 20th, 2025

APPLICATION DEADLINE: Resumes and Application forms must be submitted to Sheren(hr_coordinator@larchevancouver.org) and cc both Tao (finance@larchevancouver.org) and Liz (emackeigan@larchevancouver.org) by **Friday, Aug 1st, 2025.**

This role is posted Internally and externally, open to referral. We encourage early applications as interviews will happen as applications come in.

All applicants must be legally eligible to work full-time in Canada.

ACCOUNTING ASSISTANT ROLE DESCRIPTION

Position:

The Accounting Assistant supports and reports to L'Arche senior accounting staff in the preparation of financial statements in accordance with the mission and vision of L'Arche, generally accepted accounting principles (GAAP), government regulations, and guidelines as determined by the Executive Director and/or the Board of Directors.

Responsibilities - L'Arche Greater Vancouver, the L'Arche Foundation of Greater Vancouver and the L'Arche Greater Vancouver Housing Society

Major Responsibilities:

Accounting

- Process accounts payable and receivable using an online approval and digital banking system
- Review and process semi-monthly payroll journal entries; reconcile monthly and year to date Ceridian Payroll Report to General Ledger payroll accounts.
- Review and confirm cash for deposit into bank account

- Assist with the preparation of financial statements, budgets, variance analysis, audit schedules, statutory filings, grant and subsidy reporting
- Reconcile banks, general ledger and inter-company accounts
- Liaise with Human Resources and other accounting staff regarding group benefits and the accounting of same
- Liaise with program leads or others regarding credit card expense allocation and reconciliation of same; liaise with Foundation personnel regarding donations or other matters as required
- Track and, when appropriate, invoice project costs
- Train non-accounting staff regarding appropriate and approved internal control processes as it relates to cash, credit card and supporting documentation related to organizational transactions
- Participate in special projects as required and directed by the Director of Finance & Support Services and/or other senior-level accounting staff

Skills Demonstrated:

- Experience with A/P, A/R, bank reconciliation, payroll and general accounting is an asset
- Computer skills: MS Office; Sage and donor software experience an asset
- Ability to work independently, as well as in a team
- Strong oral and written communication skills
- Customer oriented (internal & external); positive co-operative attitude
- Willing to learn and take direction; flexible
- Ability to multi-task and prioritize workload to meet deadlines
- Ability to handle pressure with grace

Evaluation:

To be evaluated by the Director of Finance & Support Services at the end of the probationary time and annually.