



**November 14, 2023**

**Internal/External Job Posting #AD10-23-03  
Accounting Assistant – Part-Time, Permanent**

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

**Job Overview**

The Accounting Assistant is responsible for data entry, preparation of payments, coding, filing, cheque distribution, A/R and A/P entries, and providing support to the Accounting Manager and Payroll & Benefits Manager. The Accounting Assistant reports to the Accounting Manager

**Job Responsibilities**

- Entering assigned data into the accounting system on a timely and accurate basis
- Setting up new vendors and preparing payments in a timely and accurate manner
- Ensure the accuracy of coding for all entries as required
- Responding to inquiries concerning data or records managed by the accounting department
- Preparation of deposits and recording of revenue and receivable
- Monthly benefit remittance & reporting (Pacific Blue Cross, Pension, Union Dues)
- Preparing Tax Receipts and Thank You Letters to donors
- Filing all accounting information in a timely and accurate manner
- Other tasks as delegated by the Accounting Manager

**Skills & Qualifications**

- A minimum of 2-3 years previous working experience in an accounting position
- Diploma or Certificate in Accounting is an asset
- Experience with ACCPAC, Excel and MS Word for Windows
- Working knowledge of computerized accounting system and spreadsheets
- Minimum typing speed of at least 60 w.p.m. and ability to use a calculator
- Attention to detail and a high level of accuracy in all work
- Good interpersonal, written and verbal communication skills
- Strong organizational and problem-solving skills
- Ability to work under pressure in a high paced environment and to meet strict deadlines
- Ability to work flexible hours
- Must be fully vaccinated against COVID-19

**Job Details**

- Salary: \$22.92/hr to start
- Schedule: 15 hours per week (weekdays – flexible hours as required for the position)
- Location: 5288 Joyce Street
- Expected Start Date: As soon as possible
- This position is covered by a Collective Agreement with CUPE Local 1936

**Application Process**

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

**PLEASE SUBMIT A COVER LETTER AND RESUME TO:****Maria Nombrado****Accounting Manager**

Collingwood Neighbourhood House  
5288 Joyce Street, Vancouver, BC, V5R 6C9

Email: [mnombrado@cnh.bc.ca](mailto:mnombrado@cnh.bc.ca)

**Please quote reference #AD10-23-03****CLOSING DATE: Tuesday, November 28, 2023 at 5 pm****APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED**

*We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.  
No phone calls please.*