

ACCOUNTS PAYABLE



Position Title: Accounts Payable

Reports to: Manager of Finance

Department: Finance

Pay Range: \$22.37 - \$27.57

How to apply: Please send your Cover Letter and Resume to resumes@pacificahousing.ca by February 19, 2019 at 11:59pm.

Organizational Focus:

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

Pacifica Housing is a rapidly growing organization dedicated to meeting the housing and support needs of our community. As one of the largest non-profit housing providers on Vancouver Island, we are committed to building up our fast-growing team with a culture built to support and drive our people, and to reinforce our team with caring, responsible innovators.

Under the guidance of the Director of Finance, the Accounts Payable, performs a variety of accounts payable functions to support responsible management of the Society's financial assets.

Position's Primary Objectives:

Participates as a key member of the Finance team responsible for payables and other finance duties including:

- Performing accounts payable functions.
- Providing administrative support to various Finance functions.

Key Responsibilities:

1. Performs day-to-day accounts payable transaction processing including:
 - receiving and verifying invoices and other requisitions for goods and services;
 - clarifies/resolves discrepancies;
 - verifying that transactions comply with financial management policies and procedures;
 - processing credit card bills;
 - recording/entering all relevant data;
 - maintains accounting ledgers by verifying and posting account transactions
 - preparing invoices for payment;
 - preparing vendor cheques for issue and responding to all vendor inquiries;
 - reconciling vendor statements, research and correct discrepancies;
 - preparing reports for management review as requested;

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- maintaining accurate files and documentation in accordance with financial policies and accepted accounting practices; and
 - filing applicable reports such as GST.
2. Performs other related duties including:
- assisting with monthly Revenue & Expenditure reporting; and
 - assisting with other projects as needed.

Qualifications (minimum Education and Experience requirements):

Education:

- Formal post-secondary training in accounting

Experience:

- 3-5 years related accounting experience (accounts payable)
- Experience with and knowledge of related software programs preferable (i.e. Yardi)
- Property management related experience would be considered an asset

Knowledge, Skills and Abilities:

- Strong communication, customer service and interpersonal skills, especially with both technical and financial backgrounds
- Ability to work to deadlines
- Proficient in computerized accounting systems and the principles and practices of accounting
- Proficient in MS Office suite
- Knowledge of and practice in general accepted accounting principles (GAAP)
- Excellent attention to detail and accuracy

Note: An equivalent combination of education and experience may be considered.

Additional Criteria for Role:

- Completion of a Criminal Record Check through the Ministry of Justice is required.

Behavioural Competencies Assigned to the Role:

Core Competencies

Caring: Basic

Creative: Basic

Responsible: Intermediate

Role-Specific Competencies

Initiative: Basic

Updated January 2019

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Results Orientation: Intermediate

Decision Making: Basic

Pacifica Housing is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.