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ACCOUNTING ASSISTANT

Position title: Accounting Assistant

Location: St. Andrew's Hall on the campus of The University of British Columbia.

Type of position: Permanent Part-time (3 days per week, flexible on which days based on applicant's schedule).

Staff relationships: The Accounting Assistant reports to the Finance Manager and works closely with other staff members of St. Andrew's Hall under the supervision of the Dean.

Work environment: St. Andrew's Hall is the Presbyterian Church in Canada college at the University of British Columbia and exercises a ministry of teaching, hospitality, and witness. As a Christian theological college, St. Andrew's Hall includes a 93-unit residence built in 1995 with significant updates in recent years. The Accounting Assistant will contribute to our small college environment where flexibility, warmth, kindness, patience, and cordiality are essential and valued.

Duties and responsibilities:

Payroll:

- Establish and maintain employee records
- Process bi-weekly, mid-month, month-end and monthly clergy payrolls in a timely and accurate manner
- Calculate payroll earnings, deductions, taxable benefits
- Prepare remittances for monthly payroll deductions, and monthly pension & group insurance
- Annual T4 and T4A slips
- Address employee's pay-related concerns and provide accurate payroll information
- Quarterly and annual WorkSafe report

Payables, Receivables, and other:

- Process invoices, payments and expense reports
- Reconcile vendor statements, resolve discrepancies
- Occasional reconciliation of residents' payment records
- Reconciliation of petty cash transactions
- Prepare bank deposits and occasional assistance with deposits at the bank
- Posting of e-transfers received for resident applications, residence fees, resident security deposits
- Reconcile bank accounts
- Process credit card transactions
- File semi-annual GST rebates, seasonal PST returns and annual Translink return
- Issue receipts for charitable donations
- Maintain worksheets for donations, bursaries, prepaid resident fees

St. Andrew's Hall, the Presbyterian Church in Canada College at The University of British Columbia, is located on the traditional, ancestral and unceded territory of the Musqueam people.

- Monthly journal entries for receivables and accrued liabilities.

Qualifications:

- Certificate or diploma in accounting or currently enrolled in an accounting program
- Previous experience in payroll, accounts payable and basic bookkeeping
- Knowledge of Sage Accounting software and Microsoft Office
- Strong math skills and attention to detail
- Ability to manage time and workload effectively, and to set priorities to meet changing circumstances.

Remuneration: \$26-\$28 per hour depending on experience.

Benefits:

Pension plan, life & long-term disability insurance, health, and dental insurance as well as paid vacation and sick leave.

Applicants are asked to provide a resume, together with a cover letter highlighting the applicant's fit with the position description, as well as the names, roles, and contact details of three references. **Applications should be sent electronically in confidence to Dr. Ross Lockhart, Dean of St. Andrew's Hall, deansoffice@standrews.edu with the subject line "St. Andrew's Hall Accounting Assistant Search."** Closing date for applications is at 12 pm pacific on Tuesday, May 21, 2024. Only those candidates selected for an interview by the Search Committee will be contacted.