



Victoria Native Friendship Centre
Internal/External Employment Opportunity – .8 to 1 FTE



Accounts Payable

In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, Indigenous applicants preferred. Please self-identify in cover letter.

The Accounts Payable (AP) role will contribute to the accounting processes for VNFC in an AP capacity and will report to our Director of Finance. This is an excellent opportunity for applicants who are interested in working within a not for profit sector, and where you can grow and develop your skills. This particular position will have the opportunity to work closely with all the positions of the finance team and there is an expectation that this role will fulfill additional tasks and duties which are typically assigned to other positions as needed to support the team. Being aware of the daily operations in the office will contribute to learning in this role. For more information about the Victoria Native Friendship Centre please see our website at www.vnfc.ca.

DUTIES and RESPONSIBILITIES:

- Manage and prioritize incoming supplier/client invoices and invoices them to A/R Customers, meeting month end deadlines.
- Manage and prioritize A/P supplier invoices and data enter accounting software for payment in a timely fashion meeting all deadlines.
- Sorting/batching (both numeric and alpha) and basic calculations.
- Filing of paid documents, matching up cheque runs, matching up PO's to invoices.
- Other related duties as required or assigned.
- Review, organize, and process supplier invoices with accuracy, Sub-Contract application for payment, WCB, Insurance, approval and payment
- Enter invoices on a timely basis
- Using Telpay and processing electronic payments
- Verify vender accounts by reconciling statements, researching, and correcting any discrepancies
- Prepare batches and complete data entry including coding and scanning
- Follow up on older open purchase orders and invoices that have not been approved
- File paid and unpaid vendor invoices
- Review and prepare breakdowns for credit cards
- Respond to inquiries received via email and telephone
- Assist in month end closing
- Learn and deliver on tasks pertaining to deferred revenue and not for profit
- Research and information finding tasks
- Maintain up to date and accurate customer files
- Ensure compliance to Company policies and procedures
- Perform other business-related duties as required
- Work with purpose to cultivate a positive and progressive work environment
- Work from a strong Indigenous cultural foundation or Indigenous world view

KNOWLEDGE, SKILLS and ABILITIES:

- Practical experience to support your learning in this role, minimum of 2 years
- Visa reconciliation
- Experience with financial systems with Sage desktop is an asset
- Excellent oral and written English skills
- Exceptional accuracy and attention to detail
- Ability to identify and examine (inquisitive mindset)
- A keen interest to work in this segment of not-for-profit
- A high sense of others
- A customer focused approach to dealing with internal and external stakeholders
- Strong organizational and time management skills to function in a deadline driven environment
- Strong communication and interpersonal skills, and the ability to work well with employees at various levels of the organization
- Ability to work independently and as part of a team.
- Tact, sound judgement, with proven problem-solving skills
- Excellent time management skills.
- Highly skilled utilizing MS Office, Outlook and SharePoint.
- Must provide Vulnerable Sector Criminal Record Check (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>)

EDUCATION and ADDITIONAL REQUIREMENTS:

- Student of the CPA program
- Degree in finance or similar
- Proficiency in a variety of computer applications such as Microsoft Word, Outlook, Excel, and SharePoint

SALARY and PERKS: Wage Scale: \$23-25/ hour Comprehensive Benefit Plan- some highlights of this plan are: 60/40 cost share between employer and employee; includes 100% basic dental; 100% medical and \$300.00 towards vision every 2 years (standard). Professional Fee Allowance, Professional Development Allowance, and 12 paid sick days. Inhouse training and development to support a career as a CPA

Victoria Native Friendship Centre
231 Regina Ave. Victoria, BC V8Z 1J6
Telephone: (250) 384-3211 / Fax Number: (250) 384-1586

HOURS: 35 hours per week

Please submit your Resume, Cover Letter to:
Brandon Cheng, HR Recruiter
(by email to hr.brandoncheng@gmail.com)

Position will remain open until appropriate candidate is found, so apply early. No phone calls please, only those selected for interviews will be contacted. All new VNFC positions are pending funding approval.

Closing Date: Until filled