



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



# Accounts Receivable

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 Receivable (AR) role will contribute to the accounting processes for VNFC in an AR capacity and will report to our Director of Finance. This is an excellent opportunity for a CPA student to work under the guidance of our Director, grow their skills and capacity to a level where they can practice as a CPA in the future. This is a busy, multi-faceted position which will also support the team with a variety of administrative tasks. Being aware of the daily operations in the office will contribute to learning in this role.

## DUTIES and RESPONSIBILITIES:

- Under the direction of the Director of Finance, evaluate expenses
- All accounts receivable functions including; operations including: journal entries, bank reconciliations, tracking and processing invoices accurately, tracking and reporting on contracts, rents, and donations
- Learn and deliver on tasks pertaining to deferred revenue and not for profit
- Research and information finding tasks
- Complete collection phone calls on past due accounts
- Respond to inquiries from clients, and internally
- Analyze payments to properly apply to billings
- Prepare monthly reporting of overdue accounts and other miscellaneous reporting requirements
- 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
- 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 judgment, with proven problem-solving skills
- Excellent time and general management skills.
- 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

**HOURS:** 35 hours per week

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

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