

Accounting and IT Coordinator

Permanent, Full-time Term Position – Reports to the Manager of Finance
Monday – Friday – 8:30 – 4:30

Definition:

Reporting to the Manager of Finance, the Accounting and IT Coordinator provides support to the Manager of Finance and other Village Departments as assigned.

Duties include the following:

Accounts Payable

- Batch invoices payable for department head authorization; preparation and input of weekly payment batches and cheque runs;
- Provide guidance and training for purchase order module to all staff members;
- Ensure that Village policies and procedures are followed; processes payments on a timely basis to eliminate interest charges; ensures that payments are not duplicated;
- File invoices and associated documentation;
- Copies of contractor invoices for WorkSafe BC for tracking and processing.

Administrative Support

Provides administrative support to the Manager of Finance by way of but not limited to:

- Research and prepare background information
 - For reports and/or as otherwise required
- Undertaking annual Finance Department file archiving process
- Preparing Files/Binders for the following activities:
 - Budget
 - Working Papers
 - Large Project Files
 - Others as required
- Drafting correspondence and bylaws, as needed
- Coordinate meeting schedules, completing registrations, reservations and travel arrangements as needed.

Grants

- Maintains separate files for Grant Project invoices
- Consolidates and completes Grant reporting requirement for approval by the Manager of Finance
- Works with Grant & Communication Coordinator on tracking of Grants

IT/Network Support

- Performs on-site network support services, in conjunction with and under the direction of the Network Contractors;
- Performs network system trouble-shooting in conjunction with and as advised by Network Contractors;
- Ensures that data is entered and coordinated with the Manager of Finance and the Network Contractors that technology meets the needs of the Organization.

Year-End & Budget

- Assists with the reconciliation of accounts and information gathering in preparation of audit;
- Assists the other members of the Finance team on tasks to complete prior to year-end & audit;
- Assists with the preparation and information gathering for and during the budgeting process;
- Other duties as required to complete these annual processes.

Other Duties

- Cash receipting, including data entry for EFTs, etc., and tracking;
- Transit – monthly distribution of tickets and collection;
- Maintain spreadsheet detailing Works Department time (Sale of Services); Council remuneration and expenses;
- Research and prepare background information relevant to organizational finance activities and initiatives;
- Maintains separate file for Capital Project invoices;
- Assists the other members of the Finance Department with various tasks when needed (including but not limited to folding and stuffing Tax & Utilities notices, gathering information for Year-end, internal training, etc.);
- Assists with the implementation and staff training of accounting modules;
- Provides clerical support to the Finance Department;
- Provides occasional relief to front counter staff for phone and counter coverage, as required;
- Perform additional duties as required.

Minimum Qualifications

Grade 12, supplemented by courses in accounting. A minimum of three years related experience in computerized accounting in an office setting. Must be a team player and provide exceptional customer service. Experience using MAIS and Vadim is an asset.