

BGC South Vancouver Island's Mission is to provide safe, supportive places where children, youth and families experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. We provide social, recreational and developmental services to children, youth and their families that support all aspects of our Mission. The Agency supports practice through a trauma-informed lens, placing a priority on participant safety, choice, and self-determination. Our programs are approved by the Commission on Accreditation of Rehabilitation Facilities (CARF).

## Position Summary

The Accounts Receivable/Bookkeeper provides administrative support to the Finance Department with a focus on recording, tracking and reconciling revenue, processing Accounts Receivable (AR), administering the BC Gaming Account, and general accounting department functions. The Accounts Receivable/Bookkeeper will perform accounting duties in compliance with established internal controls, maintaining databases, systems, processes, financial records and reports with the highest regard for confidentiality and accuracy. The Accounts Receivable/Bookkeeper will communicate with external vendors, external clients and employees in accordance with BGC South Vancouver Island's Mission and Core Values and adhering to GAAP and organization policies and practices. The Accounts Receivable/Bookkeeper provides financial support services to both BGC South Vancouver Island and Boys & Girls Clubs of Greater Victoria Foundation.

## Key Duties & Responsibilities

- Processes accounts receivable and records, tracks and reconciles revenue
- Process accounts receivable invoices and related documentation
- Produce and distribute billings
- Balance and reconcile accounts receivable billing amounts to the General Ledger
- Deposit cash and other payments to bank accounts
- Reconcile and balance cheques, EFTs and other payments and accounts
- Prepare monthly A/R reconciliation reports
- Maintain A/R and related accounts
- Initiate follow up reminders and telephone calls to late or delinquent accounts
- Prepare revenue reporting analyses and present to Finance Manager on a monthly basis
- Track Gaming account revenue and expenses and prepare Gaming Account Summary Reports
- Prepare and submit bank deposits; reconcile to bank statements on a monthly basis
- Assign donations to appropriate GL in SAGE 50 and prepare monthly reports
- Provide relief coverage for Accounting Coordinator
- Assists with audit support including preparing prepaids, accrual journals and collecting and maintaining capital expenditures
- Ensure financial recording accuracy and compliance with generally accepted accounting principles (GAAP) and other agency requirements

## Qualifications

- 2 years' experience processing accounts receivables
- 2 years' experience with SAGE 50 or similar accounting system
- Completion of second level of a recognized accounting program
- Working toward CPA designation
- Strong skills using Excel and other common Microsoft Office suite programs

- Comfort working in an open office environment
- Familiarity with non-profit environment an asset
- Interest in acquiring skills in a non-profit environment
- Excellent attention to detail
- Accurate data entry skills
- Able to juggle multiple and changing priorities with ease
- Customer service skills accompanied by exceptional communication skills
- Satisfactory Criminal Record Check
- Advanced knowledge of Excel
- Advanced knowledge of accounting software databases
- Proof of double COVID Vaccination
- You must live within Greater Victoria for easy commuting distance

### Job Details

- Wage: \$28-\$31/hour
- Status: Permanent, Part time
- Hours of Work: 24 hours per week, Monday to Friday, flexible hours of work
- Location: Administration Office, 301-1195 Esquimalt Road, Victoria, BC, V9A 3N6 (This is not a remote position)
- BGC South Vancouver Island is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce

### To Apply

- Please submit your resume and cover letter to [employment@bgcvi.org](mailto:employment@bgcvi.org)
- Please use our tagline “Opportunity Changes Everything” in the first line of your cover letter
- Expected Start Date: ASAP
- Closing Date: January 27, 2023 – Resumes will be screened and candidates interviewed on an ongoing intake basis
- We thank all who apply. Only shortlisted candidates will be contacted.

### Important Note Regarding COVID-19

- We are taking the necessary precautions and adhering to all Provincial Health Services Authority (PHSA) recommendations on sanitization and social distancing in close proximity.
- This position requires proof of double COVID-19 vaccination
- Please do not apply if you are at risk with underlying health concerns or have your concerns regarding social distancing that go beyond the PHSA’s recommendations as we cannot accommodate while adhering to governmental directives

*Interested by the opportunity but not sure how to make it fit? Start the conversation and let’s discuss options! Please feel free to reach out with inquiries or for more information via the careers page on our website [bgcvi.org](http://bgcvi.org)*

***In alignment with our 5 Core Values, BGC South Vancouver Island is proud to be an equal opportunity employer, welcoming diversity and inclusivity in all practices within the organization***

***BGC South Vancouver Island acknowledges the Lkwungen, WSÁNEĆ, T'sou-ke, MÁlexeŁ and Scia'new people, whose traditional territories we live and work upon each day***