



Position Title: Staff Accountant (Union Excluded)

Job Summary:

Community Builders is looking for a detail-oriented, adaptable, and motivated individual to join our team in order to support the continuous company growth. This is a position which would be suitable for someone with 1-2 year experience of bookkeeping, accounts payable and payroll processing.

Reports to:

Senior Management

Responsibilities:

- Assist with high volume weekly payables ensuring accuracy and timeliness.
- Rent posting and reconciliation
- Credit card statements reconciliation
- Prepare monthly income statement for multiple departments
- Ensure accuracy of employee timesheets in conjunction with work schedules
- Assist with bi-weekly payroll processing
- Ad hoc duties as assigned to support functions of accounting and payroll department
- Bank deposits

Qualifications:

- A relevant undergraduate degree or diploma in accounting or payroll, or an equivalent combination of education and experience
- A minimum of 1 year of experience in public accounting setting
- Strong preference will be given to candidates with strong Excel skills
- Experience working in an unionized environment preferred

Competencies:

- Excellent oral and written communication skills.
- Must be detail oriented, organized, able to multitask, and keep thorough and accurate records.
- Excellent interpersonal skills, including the ability to create and maintain good working relationships.
- Proficiency in Microsoft Office (Outlook, Excel, Word), Google Suite and Adobe (PDF).
- Proven record of taking responsibility and using good judgment, including exercise of discretion and confidentiality.
- Adaptable and flexible with a demonstrated ability to take initiative.
- Self-starter with a positive attitude who is comfortable working independently and with a team.



COMMUNITY BUILDERS
STRIVING FOR EXCELLENCE IN COMPASSION

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Schedule: Monday-Friday, 9am-5pm

Salary: Based on Skills and qualifications

Location of position: Vancouver, British Columbia