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POSITION PROFILE

POSITION TITLE

Finance Clerk

POSITION OVERVIEW

Assigned Department: Administration

Reports to: Finance Officer

Supervises: N/A

Role Type: Supportive

Workdays & Hours: Two to three days per week , between 8:30 AM – 4:30 PM, with flexibility to accommodate scheduled meetings, pay cycles and events outside of regular days and hours.

Work Location(s): Technology for Living's main office with some flexibility to work from home. Attendance at outside meetings and events **may be required, at times.**

Status: Permanent Part-time (15 – 22.5 hours per week)

Wage Type: Hourly. Overtime is discouraged and must be approved prior to working.

POSITION PURPOSE

Key responsibilities of the Finance Clerk position include: collecting, processing, coding and filing of accounts payable using Quickbooks Online; issuing, coding, recording and filing of accounts receivable using Quickbooks Online; processing and some coding of employee VISA statements; developing and maintaining efficient filing systems; onboarding new employees including assisting with taxation forms and criminal record checks; ensuring adequate support for staff as it relates to expenses, payroll and benefits; liaising with external accounting firm; backfilling some of the Finance Officer's responsibilities when the FO is absent.

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POSITION TASKS, DUTIES & RESPONSIBILITIES

Accounts Receivable Responsibilities:

- Creates and issues AR invoices, including proper coding of revenue against our internal budget and entry into Quickbooks Online.
- Receives and verifies payments received by the company accurately and promptly.
- Reviews all activities in the accounts receivable function.
- Follows-through with collection activities such as sending follow-up inquiries, negotiating with past due accounts, keeping track of cash receipts and referring accounts to collection agencies, if required.
- Ensures accurate receivable records and verifies outstanding account balances.
- Deposits cheques into bank account using deposit card.

Accounts Payable Responsibilities:

- Responsible for the complete collection and processing of Accounts Payable invoices, received via mail, e-mail, or staff, including proper coding according to our internal budget and entry into Quickbooks Online.
- Reviews and verifies all purchase orders, statements, and invoices needed to prepare for payments.
- Ensures Payment is approved for all A/P.
- Disburses monthly credit card statements to appropriate staff for receipt collection and submission to their direct reports for approval and assists staff with reconciliation of VISA statement as required.
- Processes and/or ensures approved VISA statements are processed in Quickbooks Online.
- Possible assistance processing A/P payments using RBC PayEdge.
- Identifies and resolves any discrepancies to an account.
- Tracks all payment and transaction records using applicable systems.
- Preparing printed manual cheques as instructed by the FO or ED.

HR Administrative Responsibilities:

- Provide financial paperwork for new employees: signing up the employee with all necessary payroll and CRA forms; signing up employees to benefits and the Municipal Pension Plan after they have completed the required probationary period and other requirements; process the criminal record check, creating a paper and electronic HR file for new employees.
- Assist new employees' orientation as it relates to timesheets, payment process and benefits program.
- Assist the FO or complete all required paperwork for employees leaving the organization including terminating the MPP and group health benefits.

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General Financial Clerk Responsibilities:

- Checking and processing all donations received via third party platforms such as Canada Helps etc.
- Processing direct donations received using Quickbooks Online.
- Drafting thank you letters and creating official receipts for tax purposes to donors and sponsors for direct donations received.
- Maintaining organization's electronic financial & vendor files.
- Ordering the reward cards from the credit card provider as points accumulate.
- Investigating staff questions on financial transactions using Quickbooks Online (ie. has a grant been received?)
- Processes EFT/Direct Deposit forms.
- Assists with the annual audit and/or the annual budgeting process, as required by the FO or accountants.

Other:

- Light general office duties, as required. I.e., answering and greeting guests into the office, receiving deliveries etc.
- Participate in monthly general staff meetings; attend other meetings as required.
- As requested, and within scope of the job.
- Payroll processing using Payworks may be included.

COMPETENCIES (ACTIONS, BEHAVIOURS & SKILLS) REQUIRED FOR JOB SUCCESS

- Post-secondary education with an emphasis on finance and/or bookkeeping
- At least 2 years' experience working with accounts payable and receivables
- At least 3 years' working in a professional office environment
- Advanced working knowledge of Quickbooks Online is required
- An understanding of the full accounting cycle
- Solid working knowledge and/or experience processing payroll would be an asset
- Solid working knowledge and/or experience using RBC PayEdge would be an asset
- Advanced working knowledge of computer application programs, including Microsoft Office (Excel, Word)
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- Anticipate the needs of others in order to ensure their seamless and positive experience
- Demonstrates confident, tactful, diplomatic, and professional verbal and written communication skills in the English language
- Strong interpersonal skills; ability to interact/communicate effectively with co-workers, members, caregivers, and other professionals in a friendly, respectful, courteous, and empathetic manner

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- Ability to think analytically and use sound judgment and tact
- Attention to detail
- Work collaboratively, cooperatively, and effectively with others to resolve challenges and make decisions to enhance the services offered to our members and team members
- Skillful at identifying and rectifying potential problems, roadblocks and/or challenges
- Creative thinker with an interest to introduce new initiatives that will support the operations of the department
- Experience in a non-profit organization is an asset
- Must be legally qualified to work in Canada
- Successful applicant must pass BC Criminal Records Check (vulnerable sector)

GUIDING PRINCIPLES FOR THE EMPLOYEES OF TECHNOLOGY FOR LIVING

- Commit to supporting and prioritizing the Technology for Living's Mission, Vision and Goals when engaged in all work activities.
- Always work towards the completion of the department's goals.
- Respect individual differences and unique contributions. Seek to understand. Be curious. Choose compassion. Be flexible and accommodating.
- Participate proactively and collaboratively in all departmental, organizational, and outside partnership meetings, training, planning sessions, events etc.
- Commit to continuous learning within the scope of the position by actively identifying new areas for learning and regularly taking advantage of learning opportunities.
- Handle multiple and competing priorities with an attitude of calmness and professionalism in a high-volume, fast-paced work environment.
- Demonstrate the ability to be flexible and respond to new or unexpected events.
- Be autonomous, self-motivated, and proactive; responds thoughtfully and takes independent action.
- Adhere to and be aware of all Technology for Living's current HR Policy & Procedures.
- Keep all client & Technology for Living information confidential and protected at all times.