

## Full-Time Bookkeeper

### THE OPPORTUNITY:

Technology for Living (TFL) is in search of an experienced, performance driven, team-focused and detailed individual who would like to use their finance and bookkeeping skills and experience to provide financial administrative support to a small non-for-profit office of approximately 25 - 30 employees and contractors.

This position is a permanent full-time (37.5 hours per week) role with working days Monday to Friday, 8:30am-4:30pm.

This person will be required to work at TFL's main office in Vancouver.

This position start date: as soon as possible.

### THE ORGANIZATION:

Technology For Living (TFL) is a non-profit social purposed organization that has served people with disabilities in British Columbia for the past 50 years. Our primary purpose is to help people with disabilities live independently at home by providing, installing, and servicing assistive technology and home automation for people living with physical disabilities. We do this through the offerings of three member-centered programs: 1. Technology for Independent Living (TIL), 2. Provincial Respiratory Outreach Program (PROP), and our 3. Peer Support Program. TFL is an equal opportunity employer.

### THE POSITION:

Key responsibilities of the Bookkeeper position include collecting processing and filing of accounts payable using Quickbooks Online; issuing, recording and filing of accounts receivable using QuickBooks Online; processing 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; supporting some of the Finance Controllers responsibilities as requested.

### REQUIRED SKILLS & COMPETENCIES:

- Post-secondary education with an emphasis on finance and/or bookkeeping.
- At least 2 years' experience working with accounts payable and receivables.
- Advanced working knowledge of Microsoft Office and QuickBooks Online is required.
- An understanding of the full accounting cycle.
- Solid working knowledge and/or experience processing payroll.
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Demonstrates confident, tactful, diplomatic, and professional verbal and written communication skills in the English language.

# technology for living

- Strong interpersonal skills; ability to interact/communicate effectively with co-workers, members, caregivers, and other professionals in a friendly, respectful, courteous, and empathetic manner.
- Ability to think analytically and use sound judgment and tact.
- Attention to detail.
- Skillful at Identifying and rectifying potential problems, roadblocks and/or challenges.
- 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.

## HOW TO APPLY:

**Application Deadline:** Posted until the appropriate person is found.

Please send your cover letter and resume, in PDF format to [mwhiteley@technologyforliving.org](mailto:mwhiteley@technologyforliving.org).

If you are the kind of professional who can work independently, take direction, is self-motivated and organized, will work in collaboration within a small office, is personable, mature, and professional, has a positive attitude, eager to learn and wants to make an impact, then we want to hear from you!

Thank you in advance for your interest and application. Only those short-listed for an interview will be contacted.