

Finance Assistant

Role Details

Department:	Programs & Operations	Date:	November 2023
Reports to:	Director of Finance and Administration	Direct Reports:	

Job Purpose

The B.C. Wildlife Federation is British Columbia’s leading conservation organization. As a province-wide member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance, and promote the wise use of the environment for the benefit of present and future generations.

We are currently searching for a Finance Assistant. This position will work closely with both the Director of Finance and Administration and the Finance Coordinator, ensuring financial transactions are recorded accurately and within expected timeframes

Core Responsibilities

Accounts Payable (QuickBooks)

- Matching invoices to purchasing orders or obtain required approvals.
- Enter approved invoices in QuickBooks.
- Match credit card statement to receipts, record, and post expenses as coded.
- Calculate departmental costs and code according.
- Process expense reports, checking for approval and accuracy.
- Vendor statement reconciliations.

Accounting

- Assist with monthly reconciliation of balance sheet accounts.
- Enter journal entries when necessary.
- Prepares month end journal entries, monthly general ledger account analysis/reconciliation.
- Records bank transactions/reconciliations.
- Assist with Wetlands accounting based on project grants.
- Prepare and reconcile supporting schedules for subledger accounts.
- Provides administrative support at special events and other duties as assigned.
- Prepare journal entries for merchant settlements.
- Support payroll calculation from timesheet data and journal entries posting.
- Record petty cash and daily cheque registry entries.
- Other duties as assigned

Competencies and Skills

Work Experience:

- Minimum 1 - 3 years' experience in accounting.
- Charity/Non-Profit experience is an asset.

Knowledge, Skills and Abilities:

- Proficient in Microsoft Office Suite.
- High level of typing accuracy and speed (Minimum 50 wpm).
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor, and a positive attitude.
- Must be extremely well organized, analytical, flexible, and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines.
- Must be a self-starter, capable of working within a dynamic, multi-faceted environment.
- Ability to handle a large volume of transactions.
- Must be able to keep strict confidentiality and sign an oath of confidentiality.
- Strong personal alignment with BCWF's mission, goals, and values.
- Experience in Raiser's Edge is an asset, or similar database software.

Education:

- Post-secondary education or formal training in accounting.
- Certificates in accounting database or computer systems.
- Training with Raiser's Edge Database software.