



Approved By:	<i>Jon Tupper</i>
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Reviewed:	<i>September 2019</i>

Job Title	<i>Accounting Coordinator</i>
Reports To	<i>Director of Finance & Administration</i>
Work Setting	<i>28 hours per week (over 5 days Monday to Friday)</i>
Remuneration	<i>Union position CUPE Local 410, pay grade 3, \$20.00 per hour</i>

Key Responsibility

The Accounting Coordinator will perform all day-to-day accounting tasks and handle all relevant payable, receivable and tax receipt inquiries, both internal and external; as well, be responsible for general office tasks.

Duties and Responsibilities

- Process all Accounts Payable and Accounts Receivable transactions through SAGE software package.
- Process the approved artist payouts – monthly for art and consignment sales and quarterly for art rentals – including emailing of payment notifications to artists and responding to inquiries through the “artistpayouts@” email.
- Maintain Accounts Payable and Accounts Receivable filing systems.
- Maintain well organized and properly documented records for all tax receipts.
- Respond to all inquiries for tax receipts, including replacement and/or re-issue, in collaboration with the Membership and Donor Services Coordinator.
- Reconcile daily sales receipts to the Profitek daily cash out tapes and enter details into the Monthly Sales Summary (excel spreadsheet).
- Prepare and deposit cash/cheques receipts weekly.
- Reconcile bank deposits from all sources, including cash, cheques, and credit card automatic deposits, to the Monthly Sales Summary.

Duties and Responsibilities - continued

- Reconcile all bank accounts monthly.
- Reconcile monthly donation and membership receipts per Raisers Edge database to Monthly Sales Summary.
- Receive and tabulate vacation and lieu time reports from employee timesheets; distribute summary to department managers monthly.
- Prepare, process and post bi-weekly payroll. Be up-to-date on the BC Employment Standards Act and AGGV HR Policy Handbook.
- Prepare Year End T4's & T4 Summary. Maintain & update all payroll files, monthly payroll reconciliations and reporting requirements on termination (Record of Employment).
- Do bi-weekly cheque runs for accounts payable.
- Record monthly distributions of copier and postage usage among departments.
- Prepare necessary monthly reconciliations as required by the Director of Finance & Administration in preparation of the monthly financial statements.
- Monitor and order office supply inventory.
- Maintain office equipment, as required.
- Assist with Front Desk lunch coverage once per week.
- Assist with the financial requirements of special events (such as Urbanite and the Paint In), including participation at the event and/or financial reporting as required.
- Assist in the gathering and preparation of information required for the annual audit, as requested by the Director of Finance & Administration.
- Other duties as required at the direction of the Director of Finance and Administration.

Qualifications

- A dedicated, keen and well organized individual with good interpersonal and communication skills. Tact, diplomacy, discretion and considerable attention to detail must be exercised and confidentiality respected.
- 2-3 years' experience with all modules of accounting software, preferably SAGE.
- 2-3 years' experience with payroll preparation and reconciliations.
- Excellent word processing, administrative and organizational skills; experience with Microsoft Office software, in particular Excel and Word.
- The position requires flexibility and an ability to set priorities, perform under pressure and meet various deadlines.
- Experience in a not for profit organization an asset.