



Approved By:	<i>Nancy Noble</i>
Date Approved:	<i>February 2023</i>
Reviewed:	<i>Gary Leibel</i>

Job Title	<i>Accounting Coordinator</i>
Reports To	<i>Director of Finance & Administration</i>
Work Setting	<i>35 hours per week</i>
Remuneration	<i>Union position CUPE Local 410, pay grade 4 (\$24.24 per hour) plus enrollment in Municipal Pension Plan and Benefit Plan upon completion of 6 months probation (pay grade under review)</i>

Key Responsibility

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

Duties and Responsibilities

Accounts Payable – 30 %

- Maintain list of active vendors in the AGGV’s accounting software (SAGE), including their preferred method of payment (cheque or EFT).
- Process bi-weekly payment runs, including generating cheques, online payment and electronic funds transfers (EFT), and provide supporting documentation and audit logs for all new EFT vendor enrollments.
- Process the approved artist payouts – monthly for art and consignment sales and quarterly for art rentals.
- Maintain all electronic and hard copy Accounts Payable filing systems.

Accounts Receivable – 5%

- Maintain list of active customers in SAGE.
- Process any requests for invoicing through SAGE.
- Ensure all Accounts Receivable sub-ledgers are reconciled to the General Ledger.
- Maintain all electronic and hard copy Accounts Receivable filing systems.

Banking – 15%

- 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, credit card automatic deposits, and Shopify, to the Monthly Sales Summary.

Duties and Responsibilities - continued

Month End Close – 15%

- Assist in conducting the timely month-end closing.
- Prepare necessary monthly reconciliations as required by the Director of Finance & Administration in preparation of the monthly financial statements, including all:
 - bank accounts;
 - accounts receivable sub-ledgers;
 - shop inventory cost of sales adjustment;
 - accounts payable sub-ledger;
 - Associates payable.
- Reconcile monthly donation and membership receipts per Raisers Edge database to SAGE.

Payroll and Benefits Administration– 25%

- Receive and tabulate vacation and lieu time reports from employee timesheets; distribute summary to department managers monthly. Utilize HR information system to facilitate sharing of related reports with employees and managers.
- Prepare, process and post bi-weekly salaried and hourly payrolls. Be up-to-date on the BC Employment Standards Act and AGGV HR Policy Handbook.
- Process benefits (Empire Life, MPP), including additions/deletions.
- Prepare all payroll remittances for Director of Finance & Administration review, including union dues, and WCB, and filing of approved remittances.
- Prepare Year End T4's & T4 Summary. Maintain & update all payroll files, monthly payroll reconciliations and reporting requirements on termination (Record of Employment).

Administration – 5%

- Maintain well-organized and properly documented records for all tax receipts, ensuring continuity of receipt sequence.
- Respond to all inquiries for tax receipts, including replacement and/or re-issue, in collaboration with the Membership and Donor Services Coordinator.
- Maintain AGGV's credit cards, including inputting approved card user additions/deletions.
- Monitor and order office supply inventory.
- Maintain office equipment, as required.

Financial Reporting – 5%

- Input annual budget into SAGE, as directed by Director of Finance & Administration.
- 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.
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- Assist in the gathering and preparation of information required for the annual audit of the AGGV and the AGGV Foundation, as requested by the Director of Finance & Administration.
- Other duties as required at the direction of the Director of Finance and Administration.

Qualifications

- Degree, Technical Certifications with major course work in accounting or a related field or equivalent experience.
- 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.