LITTLE MOUNTAIN NEIGHBOURHOOD HOUSE SOCIETY
157 East 36th Avenue Vancouver, BC V5W 0G3 | P: 604.879.7104

JOB POSTING – ACCOUNTING & FINANCE CLERK

Department: Finance
Reports To: Finance Director
Employment Type: Full-Time, Temporary (3 Months), with the Potential to Become Permanent

Salary Range: $26.04–$28.26

Position Summary

The Accounting & Finance Clerk is responsible for supporting the organization's day-to-day financial operations, including Accounts Payable, Accounts Receivable, payroll backup, childcare fees, annual membership fees, rental fees, and general accounting administration. This position ensures accurate and timely processing of financial transactions, maintains organized financial records, and supports the Finance Director in maintaining effective financial controls and procedures.

This is a full-time temporary position for an initial term of three (3) months, with the potential for permanent employment based on organizational needs and performance.

Key Responsibilities

1. Accounts Payable (A/P)

- Process weekly accounts payable, petty cash reimbursements, vendor invoices, and staff expense and mileage claims.
- Review invoices and payment requests for accuracy, supporting documentation, and required approvals.
- Assign appropriate Account Codes and Program Codes.
- Enter vendor bills and payments into QuickBooks Online (QBO).
- Prepare and process cheque payments and Automatic Funds Transfers (AFT).
- Monitor recurring vendor invoices and payment deadlines.
- Process monthly Visa payments and assist with credit card reconciliation.
- Maintain accurate payment records and supporting documentation.

2. Accounts Receivable (A/R)

- Receive and review parent Pre-Authorized Debit (PAD) agreements and verify banking information.
- Prepare and maintain Excel spreadsheets for parent fee payments.
- Verify childcare fees against information provided by Child Care Coordinators.
- Enter invoices and payments into QuickBooks Online (QBO).

- Process parent fee payments through Central 1 / Vancity AFT.
- Process cheque deposits and direct deposit transactions and ensure payments are accurately recorded.
- Monitor payments and follow up on rejected transactions, discrepancies, and outstanding balances.
- Process and reconcile monthly childcare fees, annual membership fees, and rental fee transactions.
- Retrieve childcare fee information from the database and prepare annual taxable childcare fee receipts.
- Maintain accurate and confidential parent, membership, and rental payment records.

3. General Accounting

- Input, maintain, and retrieve financial information from the accounting system as required.
- Perform monthly bank reconciliations by comparing bank statements with GL records in QBO, reviewing supporting documents, and resolving discrepancies to ensure accurate financial records.
- Maintain accurate and organized financial records and supporting documentation.
- Respond to financial inquiries from staff, parents, members, and vendors.
- Follow established financial policies, procedures, and internal controls.
- Provide general accounting and administrative support to the Finance Director as required.

4. Payroll & Benefits Administration (Vacation Coverage)

Provide payroll backup coverage when the Payroll Clerk is on vacation or otherwise unavailable.

- Process three payroll runs (Hourly, Salary, and Sunset).
- Process Records of Employment (ROE), union dues, affiliated RRSP, Municipal Pension Plan (MPP), and BC Targets submissions as required.
- Prepare year-end T4 and T4A slips.
- Complete annual Employer Health Tax, pension, and WorkSafeBC (WCB) reporting.
- Prepare annual employee compensation and turnover surveys.
- Calculate and maintain vacation and sick leave balances, including tracking pay and benefit entitlements and processing retroactive pay adjustments.

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Qualifications and Skills

- Post-secondary education in Business Administration, Accounting, or a related field.
- Previous experience in accounting, bookkeeping, accounts payable, or accounts receivable.
- Experience with QuickBooks Online and Microsoft Excel.
- Knowledge of basic accounting principles, GST, bank reconciliations, and General Ledger coding.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Ability to prioritize tasks and meet deadlines.
- Strong communication and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive financial and employee information.
- Ability to work independently and as part of a team.

Application Process

Interested applicants are invited to submit their **resume and cover letter** by **November 20, 2026,** to Claudia via email at **claudiac@lmnhs.bc.ca**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.