



## Employment Opportunity

### Bookkeeper

### Nisga'a Ts'amiks Vancouver Society

Position: Bookkeeper  
Supervisor: Executive Director/CEO  
Hours: 37.5 hours per week  
Term: 12 Month Full Time Temporary Position, with possibility of extension  
Location: 3983 Dumfries Street, Vancouver, BC

#### INTRODUCTION:

The Nisga'a Ts'amiks Vancouver Society Accountant/ Bookkeeper is experienced in the non-profit sector with expert knowledge of the principles and practices of fund accounting: Skilled at analyzing problems, projecting consequences, identifying solutions and implementing recommendations. Additionally, the accountant/bookkeeper is skilled at making sound decisions based on independent judgment. He/she is also proficient with respect to preparing, reviewing and analyzing operational and financial reports: Responsible for full-cycle accounting functions including Ceridian payroll: Has knowledge of NTVS goals and objectives and has the ability to care about the community and contributing to our team environment, accordingly.

#### Responsibilities will include:

##### Financial Statements:

- Prepare accurate financial statements ensuring that the back-up documentation filed can be easily analyzed. Keep accounting files in good order.
- Provide accurate and timely financial and management reports for programs, the Society, and the Foundation.
- Meet board meeting and audit deadlines.
- Interpret the resulting financial information to facilitate effective decision-making.
- Prepare variance analysis.
- Maintain a computerized accounting system on Quickbooks Online, and reconciliation with our Neon CRM system.

**Cash Forecasting:** Prepare cash forecasts monthly for the Executive Director

**Payroll:** Accurately prepare Ceridian payroll on time (bi-monthly).

**Grants:** Provide financial input and expertise for grant applications and management.

**Budgets:** Provide financial input for the operational budget and ongoing monthly forecasts.

##### Audit/Government:

- Manage and handle the year-end audit process. Working with the auditor, prepare all documents and answer all questions
- Manage and handle the Gaming Grant audit, if applicable.
- Manage and handle all CRA and Charity requirements.

**Policies and Procedures:** Contribute to the development and maintenance of accounting and operational procedures, policies and internal controls.

**Scope and Accountabilities:**

- Minimum of 5 years' accounting experience
- Proficiency in using Excel and Sage Accounting Products
- Experience in the non-profit sector; however, an equivalent combination of education and experience may also be considered if you have expert knowledge in the principles and practices of fund accounting
- Skilled at analyzing problems, projecting consequences, identifying solutions and implementing recommendations, you can make sound decisions based on independent judgment.
- You will also be proficient with respect to preparing, reviewing and analyzing operational and financial reports.

**Skills**

- Excel
- Accounting
- Sage 50 & Sage 300

**EDUCATION:**

- Post Secondary degree in Business Administration or related field preferred, or a combination of education and experience

**EXPERIENCE:**

- Minimum of three years of demonstrated, relevant program delivery experience required;

**VALUES AND PRIORITIES:**

At all times, employees of NTVS are to be examples of NTVS values and work towards Unity. Employees of the Society will at all times treat each other, Society members, the Board of Directors and NTVS community partners with respect and courtesy.

All employees are expected to manage information gained through their work at NTVS in a professional and confidential manner as required. All employees are expected to sign a Confidentiality Agreement.

All employees must submit a criminal records and credit check.

All work completed by the Employee during their term of employment with NTVS is the exclusive property of NTVS and will not be used or disclosed in any manner by the Employee without the prior written consent of the Society.

Preference may be given to qualified Aboriginal candidates per Section 41 of the Human Rights Code. Please forward a copy of your resume with cover letter to:

**APPLICATION DEADLINE:** Please send a **Cover Letter & Resume** by 5:00pm on Thursday July 16, 2020 to **Anthony Robinson** Executive Director ([executivedirector@tsamiks.com](mailto:executivedirector@tsamiks.com)).

*Note: Only those who meet the criteria and have been screened through for an interview will be contacted.*