



Vacancy announcement

Accounting Assistant

The Pacific Salmon Commission (PSC), an international organization responsible for transboundary salmon fisheries management in Canada and the United States, is seeking an Accounting Assistant for its office in Vancouver, BC.

Reporting to the Controller, the Accounting Assistant works closely with the Senior Accountant and is responsible for full cycle AP, including coding of invoices, processing in the accounting system and generating cheques, and/or electronic fund transfers. In addition, he/she will assist with month-end journal entries, various account reconciliations, maintaining the capital asset register, and completing the GST and PST returns.

Qualified applicants will have completed an accounting diploma/degree. He/she will possess strong communication skills and the ability to professionally interact with various stakeholders. The applicants are expected to have strong working knowledge of Excel and Microsoft Office.

Major duties and responsibilities

Under the direction of the Senior Accountant and Controller, the Accounting Assistant is responsible for:

- Accounts Payable
 - Processing invoices (coding, entering in accounting system)
 - Matching invoices to supporting documentation
 - Producing cheques and EFT's
 - Reconciling vendor statements
 - Communicating with vendors to coordinate payment
- Accounting Month-end/ Quarter-end
 - Bank reconciliations
 - Journal entries
 - Maintaining the capital assets register
 - Reconciliation of various balance sheet accounts
 - GST/ PST returns
- Banking
 - Bank deposits and related journal entries
- HR
 - Updating HR system based on timesheets submitted by staff
- Payroll
 - Assistance with payroll for seasonal and/or permanent staff, as required
- Administration
 - Reception coverage during times receptionist on vacation/ absent
 - Assistance with vehicle fleet management as required (e.g. drive vehicles to repair shop)
 - Miscellaneous filing
- Other duties as assigned

Minimum Qualifications

- Diploma/ Degree in Accounting
- Strong written and verbal communication skills
- Proficient in Excel/ MS Office
- 1-2 years hands on accounting experience
- Strong attention to detail

Advantages

- Experience with Sage ERP (Accpac)
- Experience with multiple currencies

Anticipated start date is on or around February 20, 2017. Interested parties should reply by email with a resume and cover letter by close-of-business January 18, 2017 to resumes@psc.org. Please quote “Accounting Assistant Position” in the subject line.

The Commission will determine the annual salary in accordance with the qualifications of the candidate, currently within a salary range of \$45,189 to \$48,777 Cdn. per annum. The organization provides an excellent benefit package, including a defined benefit pension plan and extended health benefits.