

# **BOOKKEEPER/ADMINISTRATIVE ASSISTANT**

## **Villa Cathay Care Home**

**Salary:** Depending On Experience

**Job Type:** Full Time, Contract

**Start Date:** February 8, 2021

## **JOB DESCRIPTION**

*This position works in a long-term care home. The successful applicant is expected to work onsite and to follow the requirement of wearing a mask at work at all time, stay in safe social distance, practice all infection prevention and control protocols to keep the residents and co-workers in the care home safe. This position is very rewarding as it will make impacts on the wellbeing of seniors and the long-term care system. Meanwhile, please consider your comfort level working with vulnerable population and with the PPE practices before you apply.*

## **About the Organization**

Villa Cathay is a long-term care home located in the Strathcona neighborhood in Vancouver BC. Since 1978, Villa Cathay is a home away from home for seniors, many of whom are Chinese immigrants, who require 24-hour professional care and need a culturally oriented environment to thrive. Through our cultural cuisine, multi-lingual staff, and cultural programs that reflects our residents living styles, elders in Villa Cathay enjoys a sense of comfort, security, community, and the continuous connection with their families.

Villa Cathay is undergoing capital redevelopment to become a modernized care environment. Upon completion, VCCH will increase the care capacity by 50%. We are looking for people who have the passion in making a positive impact to human dignity and the skills in facilitating and sustaining positive change to join our team.

## **Job Summary**

The bookkeeper, reporting to the Director of Finance, will be responsible for performing various bookkeeping and administrative activities to contribute to and ensure an accurate, effective, and efficient financial system.

As an integral part of the financial team, this position will work independently to complete the assigned duties and collaboratively to fulfill the daily financial functions for the care home operation, reporting requirements, and the long-range financial projection and planning for the development of the organization.

This position is poised for individuals who possess solid bookkeeping experience, proven skills, and is willing and ready to make an impact with his/her skills to an enhanced senior care system.

## **Key Duties and Responsibilities**

- Performs full-cycle bookkeeping activities, including resident user fee accounts, resident trust account, accounts payable, donations, petty cash, banking, general ledger, monthly bank and donation reconciliations, etc.
- Maintains accounting files and documentation thoroughly and accurately
- Assists in monthly, quarterly and annual reconciliation and reporting as assigned
- Performs bi-weekly payroll processing, benefit maintenance and payroll-related reporting, maintain employee records;
- Prepares government/compliance reporting and remittances which may include GST, WCB, union dues, benefits, etc.,
- Responds to client inquiries, maintain good customer relations and solve problems
  
- Performs supportive administrative work as assigned
- Assists in projects, assignments and other duties as assigned

## **Qualifications**

### **Education, Training and Experience**

- Minimum grade 12 plus 2 years post-secondary education in accounting or bookkeeping
- Minimum 3 year of full-cycle bookkeeping experience
- Proficient working knowledge of accounting principles; experience with non-profit organization preferred.
- Excellent Excel skills and advanced skills with other Microsoft Office suite of tool and accounting software.
- Proficient in business writing and verbal communication
- Keyboard 60/wpm

### **Skills, Abilities and Attributes**

- Demonstrated superb ability in handling confidential information to the best and most strict professional standards
- Demonstrated excellent verbal and written communication skills in English, ability to communicate in Chinese an asset
- Excellent Integrity, ability to maintain confidentiality, good working ethics
- Exceptional attention to detail, proven accuracy, organization skills and problem-solving skills, especially when under pressure
- Demonstrated ability to learn quickly; being flexibility and willingness to perform a variety of support tasks
- Demonstrated ability to prioritize, multi-task and excellent time management skills
- Demonstrated ability to work with minimal supervision while also working effectively and productively as a team player.
- Ability to adapt to changes with a constant positive attitude
- Demonstrated exceptional customer service and communication skills, ability to deal tactfully and effectively with coworkers, clients and staff from other agencies.