



970 Union Street
Vancouver, BC V6A 3V1
info@villacathay.ca
604.254.5621
VillaCathay.ca

Accounting Assistant (Full-time/Part-time)

About the Organization

VCCH is a culturally focused non-profit senior care home located in the Vancouver, Strathcona neighborhood. Since 1978, VCCH cultivates a home away from home where seniors can receive not only quality professional care but also an atmosphere of comfort and warmth, connections with families, and a sense of community. Our interdisciplinary team carries out the philosophy of respectful and dignified person-centered care. With our residents and families, we enhance the quality of life for our seniors and expand the definition of “home” and “families”.

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:

Reporting to Director of Finance, the Accounting Assistant position will perform the duties and responsibilities related to accounts payable, resident accounts, bookkeeping, financial support, payroll support, and other administrative clerical duties as assigned.

This position is an integral part of the financial department that works together and/or independently to achieve the organizational goal of an effectively managed residential care operation of quality.

This position is poised for individuals that possess accuracy, strong attention to detail, ability to think critically and problem solve within time sensitive deadlines.

KEY DUTIES AND RESPONSIBILITIES:

- Accounts payable: Review and accurately process supplier invoices and issuing payments. Match packing slips or shipping documents with related invoices, ensure internal control procedures are followed. Check all invoices to ensure price and details match purchase order placed by respective department heads or approved quotations. Post invoices, reconcile vendor statements, liaise with vendors or related departments to resolve discrepancies. Maintain Accounts Payable filing.
- Monitor cost/price change and the trend. Assist in year-end inventory costing or other costing tasks.
- Resident accounts and accounts receivable: Set up resident accounting profiles and maintain an effective filing system. Administer resident admissions and discharge, maintain resident user fee accounts and trust accounts. Process resident billing and user fee payment, trust fund deposit and disbursements. Issue resident statements and letters, handle resident or family members inquiries. Review and identify outstanding A/R or insufficient trust fund, liaise and

communicate with financial contacts to resolve issues. Miscellaneous ad-hoc billings, other resident account or accounts receivable duties as assigned.

- Process journal entries, perform general ledger reconciliations, assist in tasks required for monthly/quarter/year end closing.
- Perform banking tasks, petty cash maintenance and monthly bank reconciliations
- Maintain fixed asset register
- Maintain files and documentation thoroughly and accurately in accordance with company policy and accepted accounting practices
- Provide support in payroll processing as assigned
- Prepare supporting documentation for year-end audits
- Respond to client inquiries, maintain good client relations and solve problems
- Other financial and administrative duties as assigned (including but not limited to general admin support, client & staff inquiries and support, ordering and receiving, distributing documents and mails, creating correspondence and forms, data entry, filing, etc.)

QUALIFICATIONS

Education, Training and Experience

- Grade 12, certificate in accounting or related field
- Minimum of 2 years accounts payable, accounts receivable and bookkeeping experience
- Keyboard 50/wpm
- The successful applicant will be required to provide proof of a clear criminal background check for vulnerable adults and fitness to work certificate
- Ability to speak, read and write Cantonese or Mandarin an asset.

Knowledge, Skills, Abilities and Attributes

- Demonstrated good understanding of accounting principles, processes and procedures
- Proficient in using Microsoft applications including Word, Excel, and accounting related database
- Demonstrated excellent verbal and written communication skills in English. Ability to communicate in Chinese an asset
- Physical ability to perform the duties of the position.
- Excellent Integrity, ability to maintain confidentiality, and good work ethics
- Exceptional attention to detail, organization skills and problem-solving skills, especially when under pressure
- Demonstrated ability to learn quickly; 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 work effectively and productively as a team player.
- Ability to adapt to changes with a constant positive attitude



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- Demonstrated exceptional customer service and communication skills. Ability to deal tactfully and effectively with coworkers, clients and staff from other agencies.

Compensation and Benefits

- Competitive benefit package
- Salary commensurate with experience

Work Schedule:

4-5 days/week

Salary

\$24 - \$28 per hour, depending on experience

How to Apply

To apply or for any inquiries, please email us at: hr@villacathay.ca and note "Accounting Assistant" in the email subject line.

Successful applicants may be required to complete a Criminal Records Review Check.

As per the current Public Health Order, full vaccination against COVID-19 is a condition of employment with Villa Cathay Care Home. We appreciate and thank you all applications in advance for their interest, however, only those candidates selected for an interview will be contacted.