

## Job Posting: Finance Assistant

Are you passionate about public gardens? Are you self-motivated, curious and organized? Enjoy working with extremely creative and strategic thinkers? Like the idea of a fast-paced, highly flexible work environment?

### ***Position Overview***

Vancouver Botanical Gardens Association (VBGA), joint operating partner of VanDusen Botanical Garden and Bloedel Conservatory with the Vancouver Park Board, is seeking a Finance Assistant to work closely with our team to ensure timely and accurate financial information and streamline our financial processes and procedures. Reporting to the Director of Finance and Operations and working closely with Department of Development, the Finance Assistant is responsible for the day-to-day bookkeeping and organization of the financial records including:

### ***Responsibilities***

- Receiving, processing, verifying and reconciling invoices; ensuring appropriate allocation to departments upon recording entries
- Scheduling and preparing cheque runs; resolving any purchase order, contract, invoice, or payment discrepancies
- Processing expense reports; ensuring adequate documentation and adherence to approval processes prior to entry and payment
- Maintaining accounting ledgers by preparing and entering journal entries for review
- Prepare bank and credit card reconciliations for review
- Accurately capture and enter sales tax (GST, PST) on sales and purchases
- Administer human resources and payroll related functions, including maintaining personnel files and inputting payroll information for semi-monthly payroll run
- Preparing cash log and bank deposits on a monthly or semi-monthly basis
- Maintaining the electronic and hard copy filing system, including corporate files, policies, records and documents
- Manage the inventory and replenishment of office supplies, stationary and equipment
- Assist with the annual audit
- Donation processing including processing monthly pledges, entering and reconciling online and cash donations; ensuring appropriate accounting recognition by reviewing donor restrictions
- Issuing charitable tax receipts throughout the year, in addition to annual, consolidated receipts
- Assist the Department of Finance and Development with other administrative tasks as needed such as preparing reconciliations, reports and pulling information

### ***Qualifications and Experience***

- Minimum of 3-5 years of relevant industry experience in a combination of accounting, office administration, executive support or human resource areas
- College diploma or university degree in accounting, office/business administration, or an acceptable combination of education and experience
- Computer proficiency with MS Office (Excel, Word, and Outlook) and Quickbooks
- Familiarity with DonorPerfect or similar donation processing platform is an asset
- Experience with regulatory filings including GST/PST is an asset
- Experience with payroll processing is an asset including proficiency with Ceridian and ability to manage confidential employee information with discretion
- Strong verbal, written and interpersonal communication skills
- Excellent attention to detail and organizational skills
- Team player with the ability to work independently
- Highly adaptable, flexible and able to prioritize as part of a small but fast and nimble team
- Experience working or volunteering in the non-profit sector is preferred

We offer a competitive salary and benefits package, professional development opportunities and a flexible work environment. Please note: this position can be considered full time, or as a 0.8 FTE (equivalent to four days a week) depending on the individual circumstance.

To apply, submit your resume by March 22, 2019 to: Balraj Kalkat, Director of Finance and Operations, [bkalkat@vandusen.org](mailto:bkalkat@vandusen.org).

We thank all candidates for their interest, however only those candidates selected for interviews will be contacted.