

## **JOB PROFILE**

### **JUNIOR BOOKKEEPER**

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<b>Job Type:</b>	30 hours per week to start with the potential of becoming permanent Full Time – Monday– Friday 8:30am – 4:30pm
<b>Location:</b>	Langley Senior Resources Society – Recreation Centre 20605 51B Avenue, Langley BC
<b>Wage Range:</b>	\$21.00 - \$24.00 per hour
<b>Benefits:</b>	Health benefits package (Upon completion of mandatory 3-month probationary period)
<b>Conditions of Employment:</b>	Complete satisfactory Criminal Record Check
<b>Reports to:</b>	Senior Finance Manager
<b>Direct Reports:</b>	none

### **About Us**

Since 1985, the Langley Senior Resources Society (LSRS) has provided social, recreational, and educational programs as well as nutritious food, health and supportive services for adults 50 years of age and older in the City of Langley and the Township of Langley. LSRS is an independent, non-profit, charitable organization with 45 staff and 200 volunteers that deliver over 40 programs, services, and events every year.

### **Summary of Role:**

Reporting to the Senior Financial Manager you will be required to perform accounts receivable and payables, invoicing, reporting functions, data entry, some of GL reconciliation, and administrative duties. This role supports the whole organization, so we are looking for someone who combines a friendly and engaging personality with impeccable attention to detail. We are seeking a highly motivated and detail-oriented Junior Bookkeeper with payroll experience to join our team.

### **Duties and Key Responsibilities:**

- Processing accounts payable and receivable – Monthly customer invoices
- Reconcile monthly AP/AR balances
- Reconcile monthly Clover transactions and monthly donation transactions

- Post daily cash receipts and daily reports
- Daily and weekly cash counts and preparing weekly cash deposit
- Maintain and update filing systems, both electronic and physical
- Assist in preparing financial documents, including invoices, expense reports and purchase orders
- Assist with payroll timesheet tracking processing
- Ability to handle confidential information in an ethical and professional manner.
- Other projects and tasks as assigned by the Senior Financial Manager
- Other data entry and administrative related tasks as required
- Work under pressure to meet deadlines
- Support the day-to-day operations of the Resource Centre
- Support LSRS programs, service activities and events as required
- Provide support to other team members as needed

### **Required Experience and Qualifications:**

- Certificate or Diploma from a recognized accounting program
- Minimum 1 -2 years of bookkeeping/accounting experience
- Minimum 1 -2 years' experience with Quick Books online and Quick Books Desktop
- 6+ months experience processing payroll timesheet
- Strong data entry, organizational and time-management skills
- Highly detailed-oriented with attention to detail
- Superior communication skills, and proficiency in written and verbal English
- Strong knowledge of accounting principles
- Committed to confidentiality, honesty, and integrity
- Excellent computer skills including Microsoft Office and cloud-based systems
- Able to work under pressure to meet deadlines
- Ability to work independently and as part of a team
- Desire to learn, improve and take on responsibilities
- Experience with a nonprofit organization an asset
- Demonstrated ability to solve problems and identify solutions

At Langley Senior Resources Society, we are proud to be an equal-opportunity employer. We encourage all qualified individuals, regardless of race, colour, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or any other identifying characteristic to apply.

Thank you for your interest in this role. Our internal vetting process will result in the top 5 applicants being contacted for an interview. If you do not receive further communication from us, it means there are other applicants in better alignment to our needs. Be on the

lookout for further career opportunities with us. We wish you success in your job seeking journey.