



College of Physicians and Surgeons of British Columbia

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JOB DESCRIPTION

Accounting Assistant, Accounts Payable, Finance (10-month contract)

POSITION SUMMARY

The accounting assistant, accounts payable, in accordance with generally accepted accounting principles, is responsible for maintaining the accounts payable system, timely and accurate completion of various monthly reconciliation schedules, assisting with budget preparation and forecasts, and ad-hoc analyses.

The accounting assistant, accounts payable, is a cross-functional position and may be assigned as a backup for accounts receivable at specified periods without violating internal control policies.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

Accounts payable (AP)

- processes and records employee expense claims, board and committee member honorarium and expense claims, assessor, accreditor, surveyor and medical reviewer hourly service fees and expense claims and other vendor payables
- assists in the administration of the Microsoft NAV Expense Management System
- prepares requests for payment/refunds, through online wire payment, electronic file transfer (EFT), or cheques, for review by direct supervisor and approval by an authorized signatory, before actual EFT remittance or printing of cheques, per accounting policies
- monitors and coordinates with department administrative assistants on the recording, payment, and reconciliation of College Visa cards
- suggests to the accountant improvements for document and workflow processes
- files work-related documents in the College's electronic document archival and retrieval system, CEDAR (SharePoint) or related storage

Monthly schedules

- completes various monthly reconciliation schedules, such as accrued expenses and prepaid expenses
- prepares month-end and year-end adjusting journal entries and schedules

Other

- assists in budget preparation and forecasting
- performs ad-hoc analyses and analytical reporting
- performs periodic bank deposits
- serves as backup to the accounting assistant - accounts receivable for timely and accurate recording of collection of receivables and revenues.
- other duties as required

SKILLS AND QUALIFICATIONS

The successful candidate will be an enthusiastic team player who is committed to excellence. To be considered, candidates are required to have:

- completion of diploma program or a degree in accounting
- minimum of two years or more of progressively responsible accounting experience
- proficiency in Microsoft Office applications including Excel, Word, and Outlook
- demonstrated ability in Microsoft Dynamics NAV, Microsoft GP, QuickBooks, or similar accounting software applications
- ability to work under pressure while paying attention to detail and ensuring accuracy
- effective organizational skills with ability to handle multiple tasks and meet deadlines
- a team player with effective interpersonal and communication skills, and a positive attitude exemplified by patience and a willingness to learn
- flexibility in work hours to meet deadlines
- can handle confidential materials and information with the highest level of integrity

The College of Physicians and Surgeons of British Columbia has been recognized as one of BC's top employers since 2011 and one of Canada's top 100 employers since 2014. Our goal is to attract, develop and retain highly talented employees. We offer an excellent working environment including a hybrid work-from-home/in-office model, opportunities for personal and professional growth, and a comprehensive benefits package.

All applications for this position must be submitted online at <https://www.cpsbc.ca/about/careers/employment-opportunities>.

We thank all applicants for their interest; however, only those selected for interview will be contacted.

The College welcomes all applicants and is dedicated to promoting a diverse, equitable and inclusive environment.