



About Easter Seals

One in five (22%) Canadians aged 15 years and over has one or more disabilities. In British Columbia and the Yukon, approximately 750,000 adults and 26,000 children have a disability that limits their independence and quality of life.

Now in its 75th year, Easter Seals BC & Yukon is one of BC's legacy charities operating for over six decades to provide programs and services to better the lives of children and adults with diverse abilities. Operated by the BC Lions Society for Children with Disabilities (Society), ESBCY has helped 1.1 million families in need through transportation services, Easter Seals Camps, educational classes, Easter Seals House, post-secondary bursaries at regional colleges and universities, community access services, and patient care programs.

As a registered charity, the Society relies on the generosity of donors to fund their programs and services. Through individual and corporate giving, grants, special events, and major gifts and bequests, the Society directs and stewards its funds with the strategic guidance and fiduciary oversight from its Board of Directors.

Mission

Inspire communities across BC and the Yukon to support, and enable access for, individuals with disabilities.

Vision

Enable abilities in our communities.

Our Values

- **Excellence:** We strive to be the best in all that we do.
- **Relevance:** We commit to effectiveness, sustainability, and continuous improvement.
- **Integrity:** We are trustworthy and accountable.
- **Inclusive:** We treat everyone with respect, embrace diversity, and value the contributions of individuals and communities.
- **Collaboration:** We foster teamwork and build collaborative relationships.
- **Access:** We champion improved access for individuals with disabilities.

What You'll Do

The Accounting Assistant is responsible for specific duties in the Finance department in coordination with the Senior Accountant and reports to the Senior Accountant (Financial Reporting).

The Finance department is responsible for all accounting cycles including monthly reporting, accounts payable, accounts receivable and payroll. In addition, the department is responsible to correctly issue official donation receipts for charitable purposes in accordance with Canada Revenue Agency rules and guidelines as well as to maintain the donor database, in coordination with the Philanthropy and Engagement Team.

The Accounting Assistant assists with these duties and is responsible for these specific tasks:

- Enter invoices in Sage Intacct and prepare payments for accounts payable by cheque or by initiating bill payments and EFTs through Online Banking.
- Inputs invoices, expense reports and cheque requisition and prepares payments for accounts payable and other contractual obligations by cheque and online payment
- Prepares and makes bank deposits with remote cheque scanner and processes monthly donations.
- Processes donation transactions in fundraising/Non-Profit Success Pack, both are Salesforce applications
- Issues tax receipts and assists Engagement & Philanthropy department with donor inquiries, using Salesforce database.
- Deposits and records account receivable transactions
- Files accounts payable
- Performs reconciliations as part of month end procedures
- Assists with camp program payment processing and invoices Autism Funding Unit for campers with allocation money
- Assists with the annual audit
- Creates and maintains documentation for processes associated with the position

What you bring

- Minimum 2 years' experience in an accounting environment.
- Knowledge of programs such as Sage, Sage Intacct, Non-Profit Success Pack or other Salesforce customer relations management applications required.



- Basic accounting knowledge, supplemented by formal education in accounting and/or financial management.
- Ability to adapt to changing environments and priorities.
- Ability to work effectively with other team members as well as to function independently. And ability to work collaboratively with other departments.
- High level of detail and accuracy.
- Well organized and self-managed.

What's In It for You?

We invest time and resources into making sure Easter Seals BC/Yukon is as good as the people we hire. Here are some of the reasons we attract the best people:

- Part-time (28hours per week), Monday-Friday, with occasional evening and weekend work.
- Environment: stimulating and challenging work environment
- Salary range: \$21.5-29 per hour.
- Balance your life: flexible schedule, 3 weeks paid time off, birthday off.
- Health: Medical Group Benefits
- Ongoing training
- Equal opportunities: We believe that all employees have the right to equality, equal opportunity, fair treatment, and an environment free of discrimination.

How to apply

To apply, please send an email to esimon@eastersealsbcy.ca with your resume and cover letter before July 4, 2024. If you have any questions, don't hesitate to contact us.

Diversity, equity, inclusion, and accessibility are essential to creating a meaningful and vibrant workplace. At Easter Seals BCY, we are committed to building a strong and representative team and encourage applications from members of all communities who are disadvantaged under the BC Human Rights Code. Easter Seals BCY is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.