

CMHA VANCOUVER-FRASER BRANCH

Position Description

<u>JOB TITLE</u>	Accounting Assistant
<u>UNION</u>	HEU Collective Bargaining Unit
<u>CLASSIFICATION</u>	Community Collective Agreement Administrative Support 3 80103 Wage Grid 5 \$20.50 to \$22.64
<u>REPORTS TO</u>	Manager Finance and Operations
<u>FTE</u>	1 FTE (35 hours/week)
<u>HOURS OF WORK</u>	9 – 5
<u>START DATE</u>	ASAP
<u>APPLY TO</u>	Resume/application can be sent directly to: erin.bettsyoudan@cmha.bc.ca

MISSION STATEMENT

As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience and support recovery from mental illness.

JOB SUMMARY

The Accounting Assistant supports the administrative delivery and organization of the accounting department, assisting accounting clerks, senior accountant and finance manager. S/he ensures the smooth operation of a range of administrative, program support and program maintenance functions. The postholder also provides input and suggestions into process improvements. Supports the Senior Accountant and Accounting Clerks with preparing documents for banking, AP, AR and Payroll, and filing.

DUTIES & RESPONSIBILITIES

- Performs a variety of administrative support functions such as processing data, handling correspondence, typing reports and documents.
- Receives and processes inquiries, correspondence, checks and other files. Ensures that information is properly distributed to relevant team member.
- Supports the bookkeepers and senior accountant with data processing for Accounts receivable, payable, banking and payroll.
- Prepares documents for further processing, ensuring invoices get signed off, bank deposits slips prepared and checks get signed.
- Ensures checks get mailed on time.
- Performs record management duties such as setting up and maintaining numeric, alphabetical, and subject filing systems, indexing files and materials to be filed, and conducting file searches for requested information.
- Takes part in program team meetings and discussions, providing input and suggestions into program planning and development.

- Provides other administrative support as required.

General

- Attends monthly staff meetings, committee meetings and other as required.
- Submits regular activity reports, timesheets, expense forms, etc. as required.
- Represents the agency in a professional manner.
- Provides cover for other department staff as appropriate and required.
- Other related duties as appropriate and required.

POSITION QUALIFICATIONS

Essential:

- Certificate in office administration, accounting or related discipline, or a combination of equivalent education and experience.
- Demonstrable computer skills including use of Microsoft Office software programs (Word, Excel, Access, Outlook), and internet browsers. Especially with Excel.
- Ability to work independently without direct supervision with demonstrable prioritizing and organization skills.
- Excellent communication, interpersonal and team-working skills.

Desirable:

- Minimum 1-year recent and related administration experience, preferably in a health related or not-for-profit organization.
- Demonstrable knowledge of mental health issues and community resources.
- Personal experience of receiving services within the mental health system is desirable.

TYPICAL SKILLS AND ABILITIES

- Ability to communicate effectively, both verbally and in writing;
- Physical ability to carry out the duties of the position;
- Experience working with mental health consumers;
- Ability to work independently and in cooperation with others;
- Conflict resolution skills;