

CAREER POSTING

POSITION:	Accounting Coordinator
STATUS:	Full-time
CLOSING DATE:	Until filled

Come grow your career with the Health Employers Association of British Columbia (HEABC). We offer a competitive salary, hybrid work environment, excellent health & welfare benefits including pension, generous vacation leave and training and development opportunities.

The Health Employers Association of British Columbia (HEABC) is a knowledge organization that stimulates innovation in BC health human resources and contributes to the sustainability of the health care system. Our mission, vision, and values, combined with our strategic initiatives, are what make HEABC a leader in strategic human resources in health care. We value integrity, respect, leadership, courage, excellence, and teamwork. Join our highly talented team in a culture of learning, innovation, and visionary thinking.

HEABC takes a provincial leadership role in human resources and labour relations, including disability management, issues management for more than 218 publicly funded health care employers. HEABC is responsible for negotiating six major provincial agreements covering more than 138,000 unionized health care employees including nurses, health science professionals, ambulance paramedics and dispatchers, physician residents, and support workers in both facilities and community settings.

The successful candidate may be permitted to work in a hybrid model (minimum of 2 days per week in-office and the rest at a flexible work location) and must live within commuting distance of our Vancouver office. The successful candidate must be fully vaccinated against COVID-19; proof of Vaccination is required.

For more information, visit www.heabc.bc.ca.

OPPORTUNITY:

Reporting to the Manager, Finance, the Accounting Coordinator is a key member of the finance team and is responsible for the day to day accounting functions of a busy, service oriented department. The Accounting Coordinator wears many hats, and is responsible for accounts payable, receivable and general ledger using Sage Accounting software.. The Accounting Coordinator is responsible for the preparation and transmission of the semi-monthly payroll using Ceridian Dayforce, and administration of the Attendance Management program (Kronos).

Responsibilities include:

- Perform monthly reconciliations including payroll, corporate credit cards, and general ledger accounts.
- Process payables, perform data entry and backing e weekly cheque runs.
- Communicate with staff regarding expense reports, corporate credit cards, travel guidelines and payroll.
- Prepare semi-monthly payroll including data entry, transmission, distribution, and employee benefit calculation.
- Prepare and input journal entries and assist in month-end and year-end processes.

Job Qualifications:

- Graduated from post-secondary education in accounting/finance related program.
- Experience utilizing accounting software, preferably Sage 300.
- Experience preparing and processing payroll using Ceridian Dayforce
- A team player and self-starter with demonstrated ability to communicate effectively.
- Strong analytic and problem-solving skills and close attention to detail.
- Ability to exercise considerable judgement, tact, confidentiality and discretion.
- Advanced Excel skills and an aptitude and interest in technology is an asset.

Experience with Public Sector Accounting would be an asset but not required

This position is well-suited to an individual interested in pursuing a career in an interesting segment of the public sector, and who values the opportunity to make a positive public contribution through their work.

HOW TO APPLY:

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

Human Resources, HEABC
300-2889 East 12th Ave
Vancouver, BC V5M 4T5
Email: careers@heabc.bc.ca
Fax: 604-736-2715

HEABC is committed to creating a diverse work environment that represents a variety of perspectives and skills, where all staff are treated fairly and equitably. We encourage qualified candidates from all races and ethnicities, all genders and sexual orientations, and persons with all abilities to apply. We take seriously our duty to create and sustain a culture that is healthy, accessible and rewarding for all staff, and recognize that the more inclusive we are, the better our work will be.

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.