

Job Posting

Bookkeeper and Administrative Assistant (Six-month term)

Decoda Literacy Solutions is British Columbia's only province-wide literacy organization, providing resources, training and funds to support community-based literacy programs and initiatives in over 400 communities. We work to increase the literacy and learning skills of children, youth, adults and families to improve their quality of life at home, at work and in the community.

Our vision is a British Columbia where everyone has the literacy skills they need to thrive in their communities. We value inclusion, resiliency, integrity and optimism. We value diversity, different perspectives and ideas that benefit the team and communities we serve. We welcome applications from individuals with diverse abilities and from all backgrounds and identities and encourage applicants to indicate if they belong to any designated group in their application.

We are looking for a skilled bookkeeper to maintain our financial records, including purchases, sales, receipts and payments. This is a six-month term position with possible extension.

Bookkeeper duties include working closely with leadership to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments. The bookkeeper will participate in fund development, through budget preparation for funding proposals. The bookkeeper reports to the Executive Director.

Our ideal candidate holds a degree and has completed accounting courses and is proficient with MS365 and accounting software.

Responsibilities

- Record day-to-day financial transactions and complete the posting process.
- Verify that transactions are recorded correctly.
- Complete tax forms.
- Enter data, maintain records and create reports and financial statements.
- Process accounts receivable/payable and handle payroll in a timely manner.
- Provide administrative support to the executive director and Decoda team.
- Provide support for Decoda literacy events.
- Other administrative support duties as assigned.

Requirements and skills

- Proven bookkeeping experience.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Data entry skills along with a knack for numbers.
- Hands-on experience with spreadsheets and proprietary software.

- Proficiency in English and in MS Office.
- Customer service orientation and negotiation skills.
- High degree of accuracy and attention to detail.
- Bachelor's degree in finance, accounting or business administration.

Terms:

- \$30-32 per hour, depending on experience
- Extended health benefits

This is a term, full-time position at 35 hours per week.

The successful applicant will work from our Vancouver office, with the option of occasionally working from home.

Decoda embraces a flexible, family-friendly workplace and encourages a work life balance.

Application:

Deadline to apply is March 23, 5:00 p.m.

Please send resumes and cover letter to info@decoda.ca. Use "Application-Bookkeeper-Admin" as the subject line.

We thank all applicants. Only those selected for an interview will be contacted.