



# Japanese Canadian Survivors Health & Wellness Fund Society

## Job Posting | Junior Accounting Clerk

**Job Title:** Junior Accounting Clerk

**Term:** One-year Term with possible extension

**Reporting to:** Senior Accountant

**Location:** Within the Lower Mainland of BC

### BACKGROUND

On May 21, 2022, the BC Government acknowledged the historical wrongs perpetuated against Japanese Canadians in BC during the 1940s and made a pledge to support a community-built \$100 million legacy initiatives package recommended by the National Association of Japanese Canadians BC Redress Project and administered by the Japanese Canadian Legacies Society. This has resulted in \$28 million for a Japanese Canadian Survivors Health and Wellness Fund (JCSHWF) – for individual health support grants for survivors – managed by the Japanese Canadian Survivors Health and Wellness Fund Society (JCSHWFS).

### ROLE SUMMARY

The JCSHWFS is building a full complement of staff to deliver grants to survivors in a timely fashion. Reporting to the Senior Accountant, the Junior Accounting Clerk will assist in the operations of Accounts Payable and any other accounting related tasks. The candidate must be excellent with numbers and spreadsheets, self-motivated, with a strong attention to detail and the ability to multitask. The position will be full-time, working mostly remotely but availability to work in the lower mainland of BC may be required. Hours worked will be flexible with the position requiring adapting to the accounting needs of the JCSHWFS grant program.

### RESPONSIBILITIES

The primary responsibilities of the Junior Accountant is to assist in Accounts Payable to issue cheques and other accounting related tasks.

### DUTIES

The specific duties of the Junior Accountant may include:

1. Processing cheques for grant recipients
2. Processing payments for accounts payables
3. Assisting the Senior Accountant in the preparation of reports (monthly bank reconciliations, balance sheets, and income statements)
4. Processing financial entries to ensure proper recording of all financial transactions in Quickbooks Online
5. Assisting with payroll (time entries in ADP) and staff expense claims
6. Assisting the Senior Accountant with other accounting related tasks, as required

## **QUALIFICATIONS AND SKILLS**

1. Minimum 2 years Accounts Payable experience
2. Bookkeeping experience would be an asset
3. Excellent proficiency in QuickBooks and MS Excel
4. Detail oriented with strong organizational skills
5. Strong written and verbal communication skills in English
6. Demonstrated ability to work effectively and ethically in diverse settings
7. Ability to work well in a team environment
8. Demonstrated ability to manage multiple priorities and produce results within deadlines
9. Ability to work efficiently independently, reporting to the Senior Accountant
10. Ability to work non-traditional hours to adapt to the needs of the program
11. Prospective candidates must be eligible to work in Canada

Applicant will be required to complete a criminal record check.

## **COMPENSATION**

Full-time based on a 40-hour work week. \$58,200 (based on \$28 per hour)

Please email resume and a short cover letter to [hr@jcwellness.org](mailto:hr@jcwellness.org) with the subject line "[First Name Last Name] Junior Accounting Clerk Application".

The JCSHWFS will accept applications until 9am PST on Friday, October 27, 2023 or until a suitable candidate has been recruited.