



**Employment Posting for Richmond Youth Service Agency**  
**Posting# ACC-071910 Posted: 07-19-2010 closing date: 08-08-2010**  
**Duration: Full Time, Contract**

RYSA is looking for a Finance and Administrative Assistant to join the agency. You will process, and organize accounts payable and receivable, cheque disbursements and support the entry of data and management of ledgers using accounting software, spreadsheets and the tools provided. In addition you will assist with the general office management duties, benefits, filing and support the management team with access to and organizing of relevant financial details.

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<b>Position Title:</b>	Finance and Administrative Assistant
<b>Program:</b>	Finance and Administration
<b>Wage/Benefits:</b>	\$14.55 per hour to \$19.56 per hour plus a comprehensive benefits package, medical, dental, LTD and Pension Plan
<b>Headquarters:</b>	100-7900 Alderbridge Way, Richmond, BC

**Responsibilities**

- Receive and check invoices from suppliers and prepares batches of invoices to be paid
- Maintain up to date vendor lists and set up new vendors as required
- Submit all invoice batches for review and approval, and post to the system after approval
- Prepare cheque batches and submit for signature ensuring that bank and internal mandates for signatories are adhered to
- Request cheques, drafts and transfers as required
- Maintain the Petty Cash for the agency
- Process purchase requisitions and orders
- Prepare journal entries for approval and enter all journal entries to the general ledger after their approval
- Prepare deposits and postings as required for accounts receivable
- Ensure that accounting processes and policies are followed
- Timely and accurate completion of all month-end activities, reports and updates
- Assist the fundraiser with the issuing of receipts, tracking donations and managing donor lists
- Preparation and timely submission to Revenue Canada of all returns and reporting

**Qualifications and Attributes Required**

- College degree/diploma in Accounting or Business Administration
- Minimum 2 years experience in an accounts position or similar role
- Working knowledge of Sage Accpac accounting software
- Strong proficiency with Microsoft Office, particularly Excel
- Self-starter with excellent organizational, communication and interpersonal skills
- Ability to multi-task, prioritize responsibilities and meet deadlines
- Demonstrated initiative and attention to detail
- Ability to exercise discretion and confidentiality at all times
- Take initiative and work with minimal supervision

**Submit resume and cover letter to:**

Hiring Committee

employment@rysa.bc.ca

Applicants must quote ACC-071910 in the subject line of their email and on their cover letter.  
Only those shortlisted for an interview will be contacted. Closing date is August 8<sup>th</sup>, 2010.