

About the Central Okanagan Foundation

Founded in 1977, the Central Okanagan Foundation has evolved from its humble beginnings, to realize more than \$3 million dollars distributed into our community every year – and growing! For further information, please visit the COF website at [Empowering Generations to Give | Central Okanagan Foundation](#).

Job Description

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| Job Title: | Accounting Technician |
| Status: | Part-time, minimum 20 hours per week, times negotiable |
| Compensation: | Competitive wage, reflective of experience and educational credentials |
| Supervisor: | Finance Administrator |

General Accountability

Reporting to the Finance Administrator, the Accounting Technician is responsible to provide accounting and clerical support to the Finance department of the Central Okanagan Foundation. This position helps ensure the charity's daily accounting functions run accurately and effectively. The right candidate for this role must be extremely organized, very computer literate, knowledgeable in full-cycle accounting and eager to learn. If you are looking to work in a charity that offers opportunity to grow, this may be the job that you are looking for!

Main Duties

- Receive and post Donor cheques, EFTs & credit card payments
- Post transfer of donor shares in kind
- Post weekly donations received via CanadaHelps online website
- Post donations for tracking and tax receipting, for accuracy on the annual CRA charity report
- Bank deposits and bank reconciliations
- Update investment excel sheets for posting interest & fees monthly
- Accounts Payable – enter vendor bills and payments, PAPs
- Process cheques to charities; write cover letters to accompany cheques
- Post other recurring monthly general entries, such as Capital Asset depreciation
- Process staff expense claims and credit card expenses
- Activate semi-monthly payroll entries in Payworks; assist with T4's annually
- Process annual reports of donor balances, merged into letters for mailing
- Assist with annual audit worksheets and other verifications as required
- Research, track and restore accounting or documentation problems and discrepancies
- Assist with data entry, scanning documents, and help tailor existing forms for migration from Sage into C-Suite software
- Assist with Donor queries
- Assist in filing PY records & disposal of aged financial records
- Other tasks as assigned by the Finance Administrator

Knowledge and Abilities

- Full-cycle accounting, using accounting software such as QuickBooks or Sage

- Formal advanced training in Excel
- Microsoft 365 – Outlook Word & Teams
- Adobe Acrobat Pro – specifically for electronic signatures
- Knowledge of Foundant C-Suite software an advantage
- Zoom for video conferencing Office technology – computers, scanning, photocopying, faxing, digital communications, mailing, digital filing
- 5 years’ experience in a progressive accounting role is preferred
- Additional skills in administration could lead to increased hours

Skills – Intermediate Level of proficiency, expertise, or competence

- Team Skills
- Communication – both written and oral
- Planning
- Organizing
- Problem Solving
- Judgement
- Direction & Motivation
- Decisiveness & Self Development
- Flexibility
- Successful Stress Management

Application Deadline

- Please forward resume, with cover letter to peggy@centralokanagonfoundation.org
- This position is open until filled.
- We thank all those interested in applying for this position, however, only those short-listed will be contacted directly.
- The posted main duties list may not contain all duties and responsibilities required.