



JUNIOR ACCOUNTANT

Position Summary

JFS seeks an experienced and tech-savvy Junior Accountant to join our team. The Junior Accountant supports the Controller and works across departments to manage billing, collections, accounts payable and financial reporting. We are looking for a self-starter with strong attention to detail and excellent communication skills. This is an excellent opportunity for someone who is looking to mentor with a CPA, CGA and is suitable for candidates who require professional-level work experience to complete their designation.

About Us

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Our mission is to provide essential supports fostering the social, physical and emotional wellness of individuals and families most in need. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives. JFS is an equal opportunity employer. All applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

Duties and Responsibilities

Reporting to the Controller, the Junior Accountant will be responsible for:

- Supporting the Controller to manage financial operations of the agency
- Managing billing, collections, accounts payable and reporting, additional tasks as assigned
- Working across departments to assist with billing
- Working with cloud-based reporting systems to match data to reporting standards
- Assist with hourly payroll

Requirements and Qualifications

- At least two years of education in a recognized accounting/business program
- Minimum two years of accounting work experience
- Solid grasp of accounting software and MS Excel
- Knowledge of Blackbaud Financials and Alayacare an asset
- Ability to work independently and meet deadlines a must
- Solid understanding of formatting financial data to meet various reporting requirements
- Flexibility and willingness to work on a variety of tasks and projects
- Excellent communication skills and a positive attitude



Start Date

May/June 2022

Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Junior Accountant" to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca by May 20, 2022. Please note that only qualified candidates considered for an interview will be contacted.