

**Coastal First Nations
Great Bear Initiative Society**

Position Description

Title	Accounts Payable & Payroll Administrator
Department	Finance
Reports To	Senior Bookkeeper

Great Bear Initiative Society

The Great Bear Initiative Society (GBI) is a not-for-profit organization established in 2003 that is owned and operated by a unique alliance of BC First Nations called the Coastal First Nations (CFN). The society's purpose, function and responsibilities are set out in the Constitution and By-Laws of the society in accordance with the Societies Act of BC.

The GBI's core function is to preserve coastal lands and waters and to support a new conservation-based economy in these territories for members' communities.

For more information visit: <https://coastalfirstnations.ca>

Purpose of the Position

Reporting to the Senior Bookkeeper, the Accounts Payable & Payroll Administrator (APPA) is a position in the Finance and Administration Department that performs day-to-day bookkeeping, payroll, and maintenance of files and source documents for GBI and the Great Bear Business Corporations (GBBC). The (APPA) works closely with office management services and with other departments that implement the GBI's projects.

This job function is performed by one person who must maintain a close relationship with the coordinators of all other job functions associated with finance – Project Management, Fundraising, Communications, Business Corporations and Finance and Administration - to ensure that the organization's goals and objectives are achieved.

The (APPA) has knowledge related to procedures and practices associated with financial operation. Work is performed under supervision and is reviewed to ensure conformance with established procedures and practices, accuracy and completeness. Advice, direction and on-going coaching and mentoring are provided by the Senior Bookkeeper and the Finance Coordinator (Controller).

Duties and Tasks of the Job Function

The (APPA) position is responsible for Four (4) key functions.

Financial transactions

- Enter day-to-day financial transactions into accounting software for GBI and the GBBCs
- Process accounts payable for vendors, staff and Project Managers, including entering and paying bills; and preparing cheques or pre-authorized debits for signature
- Ensure all bills have been pre-approved and pre-coded (follow up with Senior Bookkeeper, Finance Controller or Project Managers as required)
- Process and monitor accounts receivable; alert Senior Bookkeeper and/or the Finance Coordinator (Controller) on any overdue receivables
- Prepare bank reconciliation (with all supporting documents) for Senior Bookkeeper's review and finalization
- Reconcile credit card statements to holders' expenditure reports; follow up with Office Manager on any missing supporting receipts.
- Enter payroll (with coding provided by the Senior Bookkeeper and/or Finance Coordinator [Controller]) to various projects and reconcile as required to CRA PD7A and third-party software (PayWorks)
- Review and reconcile petty cash balance with expenditure records (as provided by Office Manager)
- Review the general ledger and registers for completeness
- Post basic recurring journal entries as required
- Conduct self-reviews

Payroll and benefits

- Process payroll semi-monthly
- Liaise with contracted payroll company and Service Canada as needed
- Download payroll reports from Payworks and CRA

Files and documents

- Maintain hardcopy and electronic files related to bookkeeping and accounting (as outlined in the Financial Processes and Procedures manual)
- Follow and update the Financial Processes and Procedures manual

GBI contracts

- Set up all contracts from funding organizations (hardcopy and electronic)
- Set up contractor and sub-contractor files
- Allocate direct and indirect costs in accounting software to funders and projects
- Maintain the Projects and Contractor Register:
 - Contractor name
 - Duration of contract
 - Description of services
 - Deliverables
 - Total value
 - Hourly/daily rates
 - Etc.

Relationship with internal parties

- Establish and maintain positive relationships with internal parties:
 - Meet with the Senior Bookkeeper and Finance Coordinator (Controller):
 - Raise any issues, challenges, or opportunities for improvements
 - Assist with additional assignments or tasks as required
 - Follow-up on action items by completing tasks and documenting results
- Determine efficient means of communication
- Establish a schedule of contact
- Exchange information, reports etc. as needed

Participation in staff team meetings

- Participate in scheduled meetings:
 - Celebrate successes and troubleshoot challenges
 - Follow-up on action items; completing tasks and documenting results
 - Volunteer to chair a meeting if selected

Knowledge and Skills

- The APPA must have knowledge of:
 - Principles of financial accounting
 - How to manage financial operations
 - Indigenous culture/specific Coastal First Nations member community cultures
 - How a not-for-profit society operates
- The APPA must have skill in:
 - Technology skills:
 - Accounting software (SAGE 50) and/or QuickBooks Desktop
 - Internet usage
 - Network navigation
 - Interpersonal relations including:
 - Communication: verbal (including presentation) and non-verbal, active listening
 - Collaboration
 - Problem solving: troubleshooting, problem/issue identification, analysis
 - Decision making
- The APPA must be:
 - Detail oriented
 - Patient
 - Comfortable working with Microsoft tools at an intermediate level; but must have strong skill using Excel
 - And have excellent written communication skills

Education and Experience

Education

- Completion of Grade 12 (High School Diploma).
- Post-secondary bookkeeping certification; or a minimum 5 years' hands-on full-cycle bookkeeping experience (non-profit or construction industry an asset)

Experience

- Five years' experience in accounts payable, payroll administration and office administration
- Experience working in a not-for-profit organization
- Previous experience working in cross-cultural environment would be an asset.

Special Requirements

Criminal Record check

Revision

History	
Date	Comments
Version	
Prepared by	
Authorization	
Name	Confirmation
Signature	I confirm that: <ul style="list-style-type: none">• The accountability/deliverables were assigned to this position effective: January 2020• The information in this position description reflects the actual work performed• A copy has/or will be provided to the incumbents(s).
Date	