

ACCOUNTING ASSISTANT

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 15,000 residents who live in the University of British Columbia's Point Grey campus. At the UNA, we have built a workplace culture centred around creating strong and diverse communities.

We are seeking to fill the position of Accounting Assistant. Reporting to the Finance Manager, the Accounting Assistant is responsible for assisting with the full cycle of UNA's Accounts Receivable, Accounts Payable, and all related documentation and data maintenance. The position also provides timely and accurate accounting support internally and externally while maintaining high standards in professionalism and strict confidentiality at all times.

To qualify for this position, you will possess a minimum 2-3 years' relevant work experience in accounting, ideally in a not-for-profit or municipal setting.

You must be proficient in the use of Microsoft Office and have working knowledge of Sage 50 software applications. You must have excellent organizational skills, possess strong attention to detail and have the ability to multitask and set priorities to meet deadlines.

The incumbent is expected to exercise sound judgment, tact and discretion at all times in dealing with confidential matters, and to demonstrate exceptional levels of customer service to other departments within the organization and within the greater university community.

The University Neighbourhoods Association offers a competitive salary, a comprehensive benefits package and a flexible hybrid in-office/work-from-home policy. Working at the UNA means a challenging and rewarding career where your goals are supported, your creativity is valued, and your colleagues are collaborative.

If you want to join our highly engaged and talented team and make direct impacts in the community, please submit your resume and cover letter by **February 15, 2023** to:

University Neighbourhoods Association
#202-5923 Berton Avenue
Vancouver, BC, V6S 0B3
Email: finance@myuna.ca

For more information on the UNA, and to view the detailed job description visit www.myuna.ca.

Application Deadline: February 15, 2023

Salary Expectation: \$52K to \$58K