



## WHO WE ARE

Since its inception in 1887, the Greater Vancouver Board of Trade has been recognized as Western Canada's leading business association, engaging our members to inform public policy at all levels of government and empowering them to succeed and prosper in the global economy. With a Membership whose employees comprise one-third of B.C.'s workforce, we are the largest business association between Victoria and Toronto. We leverage this collective strength by facilitating networking opportunities and providing professional development through unique programs. In addition, we operate one of the largest events platforms in the country, providing a stage for national and international thought leaders to enlighten B.C.'s business leaders.

**OUR PURPOSE:** To lead, unite and champion business to ensure Greater Vancouver is thriving and our region is the best place to live and work.

**OUR VISION:** To be the leading catalyst for economic growth and prosperity that creates lasting impact for generations.

**OUR STRATEGIC PILLARS:** Propel Prosperity, Cultivate Community, Ignite Innovation. To learn more, please visit our [About Us](#) page.

## STAFF ACCOUNTANT

The **Staff Accountant** is responsible for the day-to-day management of Accounts Payable and Accounts Receivable functions. In addition, the Staff Accountant will assist with general ledger reconciliations, general journal entries, and month end closing. This position is part of the Accounting team and reports to the Accounting Manager.

Salaried Full Time Staff

Department: Accounting

Compensation Range: \$55,000 - \$60,000

Posting end date: Until position filled

### WHAT WE OFFER

- Extended Health Care, Employee Assistance Program Wellness Program
- Contribution to pension plan
- Professional work environment with hybrid options
- Paid time off
- Professional development opportunities, peer recognition program, staff-wide activities

### WHAT YOU'LL DO

Accounts Payable:

- Code and enter all vendor invoices



- Transition vendors to electronic payment processing
- Ensure invoices are approved before payment
- Reconcile vendor accounts
- Reconcile, code and enter expense reports
- Reconcile, code and enter corporate credit card statements
- Process payments by EFT and on-line bill payments
- Prepare monthly GST remittances

Accounts Receivable:

- Generate invoices for membership sales/renewals, event sponsorships, advertising sales, event registrations, document certifications, and other services
- Process payment receipts (Cheques, EFTs, credit cards)
- Reconcile member accounts
- Process adjustments/credits/refunds as necessary
- Generate and distribute member statements
- Responsible for collection efforts on overdue accounts
- Respond to member inquiries

Other Duties:

- Petty cash administration
- Assist with various general ledger month-end reconciliations
- Assist with year-end audit
- Ad hoc duties as required from time to time

**WHO YOU ARE**

- A detail-oriented self-starter, collaborative and a true team player
- A strong work ethic and a can-do attitude
- Ability to meet required deadlines
- Well-organized with multi-tasking skills
- Ability to work independently with minimal supervision
- Excellent interpersonal skills with a high level of professionalism and customer relations focus
- You share our passion for diversity & inclusion and thrive in a collaborative values-based culture where creativity and innovation are celebrated.

**WHAT YOU CAN OFFER**

- Two (2) years' experience in similar or complementary role
- Post secondary school education (college, university or equivalent) in business/accounting or equivalent work experience
- Pursuing or planning to pursue CPA designation preferred

**Thank you for your interest! If this description sounds like you, please submit your cover letter and resume to [careers@boardoftrade.com](mailto:careers@boardoftrade.com) with the position title as the subject line.**



If you require accommodation during any phase of the hiring process, please let us know. Information received in relation to accommodation requests will be kept confidential. We welcome applications from under-represented groups and others with the skills and knowledge to productively engage with diverse stakeholder groups. We thank all applicants for their time and interest but only those who are selected to interview will be contacted.

## **DIVERSITY & INCLUSION STATEMENT**

### **STRONGER TOGETHER**

The Greater Vancouver Board of Trade (GVBOT) is committed to fostering a diverse and inclusive environment that embraces, encourages, supports and celebrates our employees, volunteers and board of directors' dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, spiritual beliefs, political beliefs, and other ideologies. Diverse perspectives draw on different concepts, ideas and experience, and enriches decision making and our effectiveness. The health and wellbeing of our organization is our number one priority, and we have zero tolerance for discrimination. Diversity and Inclusion is at the heart of our Purpose: To lead, unite and champion business to ensure Greater Vancouver is thriving and our region is the best place to live and work. By embracing, including and celebrating our differences, we are stronger. We are committed to championing diversity and ensuring inclusion in all that we do to better represent the Greater Vancouver business community.

## **COMMITMENT TO RECONCILIATION**

Greater Vancouver Board of Trade recognizes and respects that our programs, events, and services are located on the territory of Indigenous Peoples, specifically the xʷməθkʷəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations. We acknowledge the inherent rights, title, and relationship that Indigenous people have to their unceded territory, and the suffering and systemic inequities faced by Indigenous Peoples.

Greater Vancouver Board of Trade is committed to reconciliation and will demonstrate this by supporting Indigenous Peoples in the communities we serve. With a mandate to lead, unite and champion business to ensure Greater Vancouver is thriving, we will work towards a shared vision to make Vancouver stronger and a region that thrives on its true history, partnerships and business landscape.

Greater Vancouver Board of Trade is committed to our role in addressing the Truth and Reconciliation Commission's final report, specifically Calls to Action 92ii and 92iii, which outline a reconciliation framework for the corporate sector to adopt the United Nations Declaration of the Rights of Indigenous Peoples.