



The BC Muslim Association

Job Posting – Accounting Assistant

April 19, 2019

Organizational Background

The British Columbia Muslim Association (BCMA) is the largest Muslim organization in British Columbia. It owns and operates Islamic centers and schools in several cities across the province and employs over hundred full and part time staff.

Job Description

The Accounting Assistant is a full-time position with benefit and is based out of BCMA's head office in Richmond. This position reports to the both school principals, Vice President of Education, the President and Treasurers.

The positions primary responsibilities include but is not limited to: a) assisting principals and admin of both schools, b) overseeing MyEd BC, c) accounts payables, d) accounts receivables, and e) bank reconciliations.

Duties and Responsibilities

- Prepare monthly bank reconciliations, payables and deposits
- Assist and process monthly deposits into the e-receipting system
- Inputting interim receipts and assisting in reconciliation of e-receipting
- Processing accounts payable and accounts receivables
- Aging and collection of accounts receivables
- Reconcile and monitor accounts receivables and accounts payables
- Prepare monthly, quarterly and yearly financial statements for both schools
- Assist in annual audit duties at the fiscal year end
- Assist in office administration
- Assist in preparing payroll and benefit payments as required
- Adhoc duties as requested by the Vice President of Education, Board of Education, the President and Treasurers
- Assist in ES, SOPSOC and fiscal year end audits

Required Skills

The successful candidate must have the following:

- Finance/accounting diploma or degree
- Minimum two years accounting experience
- Ability to complete tasks with minimal supervision
- Excellent customer service skills
- Intermediate to advanced MS Excel and Word proficiency
- Excellent time management and the ability to multi-task
- Attention to detail
- Be a good team player
- Experience in working in Sage or QuickBooks
- Ability to work well under pressure and meet deadlines
- Excellent written and oral communications skills to communicate with the principals, The Board of Education, President and Treasurers

Applications

Candidates can submit their resume with a cover letter to jobs@thebcma.com. Include the job title in the subject line. The deadline for all applications is **April 25, 2019**.