

HOLLYHOCK

Position: Campus Accounting Support Clerk

Reports to: Accounting Clerk

Hours & Location: Part-time (20 hours per week), seasonal (March - November) position, located on Cortes Island

Compensation: \$22/hr

ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. We host programs and trainings, and signature programs each year on our Cortes Island campus and online; immersing our staff in a culture of connection, personal growth, and progressive social change.

We believe that employees who reflect the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

The Accounting Support Clerk is responsible for supporting with financial and administrative duties, with a focus on accounts payable and credit card reconciliations. They will also support the finance team to stay organized and efficient by completing general administrative duties. The Accounting Support Clerk will work as part of a team that includes both remote and in-person team members. This position has the potential to grow and develop to take on more responsibility within the Finance department, and have a subsequent increase in hours.

ABOUT YOU

You are a highly organized, detail-oriented individual who thrives on working cooperatively with a team. You have strong communication skills, are patient and open to learning. You can connect with people from a variety of backgrounds. You have the ability to maintain a high level of accuracy and confidentiality in preparing financial information.

You are comfortable working in the virtual environment.

You work accurately, prioritize tasks and manage time effectively.

RESPONSIBILITIES

Processing Vendor Invoices

- Tracking, verifying, and posting vendor invoices into accounting software.
- Prepare and disburse vendor payment via EFT (direct deposit), cheque and e-transfer.

Processing Employee Expenses

- Review and confirm employee expense submissions.
- Post employee expense submissions into accounting software.
- Prepare and disburse expense submissions via EFT (direct deposit), cheque and e-transfer.

Processing Presenter Payments

- Confirm presenter payment amounts with the programming department.
- Post presenter payments into accounting software.
- Prepare and disburse presenter payments via EFT (direct deposit), cheque and e-transfer.

Other

- Reconcile credit card statements monthly.
- Maintain an accurate and orderly filing system for all invoices, receipts, etc.
- Review and update all entries for accuracy at month-end.
- Complete various data entries and prepare reports when required.
- Inform supervisor of any irregularities, issues or concerns.
- Perform other duties as required.

QUALIFICATIONS

- Minimum 1 year experience working in bookkeeping, accounting, or a related field is a strong asset.
- Related education is considered a strong asset.
- Experience working with QuickBooks or similar accounting software.
- Excellent communication skills (both verbal and written).
- Superior attention to detail and strives for accuracy.
- Ability to work independently, prioritize workload efficiently and meet deadlines.
- Experience with event planning and production is an asset.
- Strong interpersonal, customer services, and people skills.
- Excellent organizational skills to ensure documents are correct, completed, filed and accessible when needed.

HOLLYHOCK

- Proficient in Zoom, Slack and Google Suite.
 - Flexibility and adaptability to changing operational needs.
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WORKING CONDITIONS

- On-site on our Cortes Island Campus.
- This work involves sitting at a computer for long periods at time.
- Varied work schedule including some weekends, evenings and statutory holidays.
- Accommodation is not provided.