



**Financial Services Associate**  
Central Services, ANHBC  
(Internal/External Posting)

The Association of Neighbourhood Houses of BC (ANHBC) is currently seeking an experienced Financial Services Associate to join fast paced financial services team.

Incorporated in 1894, ANHBC is a non-profit charitable organization made up of seven neighbourhood houses and an outdoor centre in the Lower Mainland. We have over 500 staff and work with thousands of volunteers from all walks of life.

The successful candidate will work with other financial services team members providing high quality financial services to eight Neighbourhood Houses/ Camp(s) across the Association, Alexandra Foundation, as well as external clients.

**Duties and Responsibilities:**

- Budget maintenance on Sage 300
- Assistance in preparing monthly financial statements and other reports for ANHBC and external clients
- Accounts Receivable management for ANHBC Houses
- Bank reconciliations
- Accounts Payable, payroll and other bookkeeping functions for external clients

**Qualifications:**

- Bachelor's degree in Commerce/Business with major in Accounting.
- Minimum of two year experience in computerized accounting preferably in not-for-profit sector.
- Knowledge of accounting principles and practices.
- Highly organized with strong attention to detail and the ability to meet deadlines
- Proficient in Microsoft Excel.
- Knowledge of Canadian ADP payroll software and Sage 300 an asset.
- Excellent communication skills both verbal and written.
- Ability to work well, both independently and in a team environment.

This is a regular full time position; salary commensurate with experience.

For more information about the Association of Neighbourhood Houses of BC, please visit [www.anhbc.org](http://www.anhbc.org).

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. All qualified individuals are encouraged to email their applications to [careers@anhbc.org](mailto:careers@anhbc.org) by noon, Tuesday December 5, 2017.

*To help us track our recruitment effort, please indicate in your cover letter where you found this posting.*  
We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,  
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center