



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

## Operations Administrator Internal/External Job Posting Regular Full-time

**South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̣ṃəθkwəỵəm (Musqueam), Skwxwú 7mesh (Squamish), and Səlíḷwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.**

South Vancouver Neighbourhood House is looking for an Operations Administrator for our Core Operations Team. This is a full-time position (35 hours/week). The Operations Administrator will be responsible for administering Accounts Receivable and Accounts Payable, tracking office equipment inventory, and maintaining member, donor and accounting records for the neighbourhood house.

### Duties and Responsibilities:

- Process Accounts Receivable for Childcare Programs, Adult Day Programs, and other programs as required
- Oversee fee collection processes and assist program supervisors with tracking past-due accounts
- Prepare bank deposits – reconcile cash, cheques, and receipts; deposit funds regularly
- Process and track Accounts Payable invoices
- Provide guidance to staff, contractors, and volunteers in interpreting relevant financial policies and procedures
- Maintain capital equipment logs to track company-owned devices, such as computers, tablets, phones, printers, projectors, etc.
- Check-in/Check-out staff equipment for program managers/supervisors to deploy to staff members
- Set up and maintain filing systems for classifying, storing, and safely disposing of records related to AR, AP, capital equipment, and member and donor records
- Maintain database of members and donors
- Document and maintain policies and procedures related to AR, AP, equipment inventory tracking, and records management

### Qualifications:

- Certificate or Diploma in Accounting, bookkeeping, or equivalent experience in related field
- 3 to 5 years' proven experience working in an office environment
- Proficient knowledge of MS Office Software (Microsoft Word, Excel, Outlook)
- Proficiency with accounting software
- Excellent organizational skills with the ability to work independently, prioritize assignments and manage changing priorities
- Ability to work effectively in a busy environment and meet deadlines while maintaining a positive attitude and producing high-quality work
- Strong attention to detail
- Strong analytical and problem-solving skills
- Excellent English skills (both written and oral) and interpersonal communication skills
- Fluency in another language commonly spoken in South Vancouver is highly preferred

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**Building Better Neighbourhoods Together Since 1977**





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- Criminal Record Check clearance required

**Compensation:** \$24.49 to \$25.78 per hour, plus Municipal Pension Plan, Extended Health and Dental benefits, Vacation and Sick leave, Employee and Family Assistance Program, Professional Development opportunities

**Application Period:** May 10<sup>th</sup> to May 31<sup>st</sup>, 2024

**Job start date:** June 17<sup>th</sup>, 2024

Please send cover letter and resume by email with subject heading **Operations Administrator** to:  
[careers@southvan.org](mailto:careers@southvan.org)

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted for an interview. No phone calls please.

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