



Accounts Payable Coordinator (APC)
ANHBC Central Services
(Internal/External)

ANHBC Central Services

Central Services offers administrative, human resources and financial services to eight neighbourhood houses, an outdoor camp and foundation. We are a team of seventeen staff including the CEO and CFO, HR Director and Operations Director. We are located at the famous Heritage Hall building along Main St., Vancouver, very accessible to public transportation.

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and strengthening their capacity to create change.

ANHBC is the legal entity and umbrella organization made up of eight neighbourhood houses, an outdoor camp and central services. We operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Reconciliation, Decolonization and Anti-racism. Together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about ANHBC, visit www.anhbc.org

ANHBC is currently seeking an experienced **Accounts Payable Coordinator** who shares [ANHBC's values](#) to join our ANHBC Central Services team. Central Services collaborates with neighbourhood houses with a strong team framework. The right person for this position is passionate about community development, social justice and is values-aligned with our organization.

About You

The successful candidate will work with other financial services team members providing high quality financial services to nine Neighbourhood Houses/Camp across the Association.

We treat our neighbourhood houses as clients, so the candidate must have customer service skills and understand and supports community services.

About the Position

Accounts Payable Coordinator is a regular full-time position, salary commensurate with experience and reports to Financial Services Supervisor.

Goal of this position is to handle the following tasks:

- Accounts Payable management, i.e. processing invoices, reimbursement
- Assistance in preparing monthly financial statements and other reports, e.g. adjusting/correcting entries
- Assistance in preparing audit schedules
- File management

Skills & Qualifications:

- Bachelor's degree in Commerce/Business with major in Accounting.
- Minimum of three years' experience in computerized accounting, preferably in the 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 Concur, AP Beanworks and Sage 300 an asset.
- Excellent communication skills both verbal and written.
- Ability to work well, both independently and in a team environment.

Hours & Location: This is a regular full-time position (35 hours per week, 5-day work week), reports at Central Services office

Salary & Benefits: Competitive benefits package including group medical and pension; hourly/salary range from \$27.53 - \$33.82 (S4 band) depending on skills and experience level

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on equity, diversity and inclusion. We encourage individuals who are Indigenous, Black, and People of Colour (IBPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities to consider applying for the position.

How to Apply: All qualified individuals who share our values are encouraged to apply by noon, January 27, 2025, to Milica, Financial Services Supervisor: milica@anhbc.org

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 contact those selected for interviews. No phone calls please.

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.