



Accounting Associate

United Way Southern Vancouver Island (UWSVI) is seeking an Accounting Associate. This position assists primarily in accounts receivable, accounts payable, reconciliation of bank and general ledger accounts.

UWSVI is a leading non-profit organization working to transform lives on Southern Vancouver Island. As part of our United Way team, you can make your community better while growing professionally in the process.

Why UWSVI?

- Highly collaborative team environment
- Opportunity to improve lives in our community
- Competitive salaries
- Extended Health Care Group Insurance, including medical and dental benefits for you and your family
- Retirement Savings Plan
- Great workspace (downtown Victoria) + possibility of some remote

Qualifications and Experience

The ideal candidate will have:

- A minimum of 2 years of bookkeeping experience
- Experience in processing accounts receivable
- Advanced skills in Excel
- Experience with month-end reconciliations
- Experience with databases
- Experience in a non-profit setting is an asset

This position requires a high level of accuracy and attention to detail. The ability to perform in a fast-paced environment and managing a high volume of work is essential. Responding to donor inquiries with discretion and tact is a function of the position.

The United Way Southern Vancouver Island is a unionized workplace. Salary and benefits for this position are payable per the CUPE collective agreement.

If you are interested in a challenging opportunity in the United Way environment and possess the necessary skills, apply to Duane Jacobs, Director Finance & Operations at duane.jacobs@uwsvi.ca before October 22, 2021.