

**Position:** Payment Coordinator  
**Reports To:** Manager, Accounting Operations  
**Contract Type:** Fixed Term, Full Time (12 month contract)

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented individual for the position of Payment Coordinator. We are proud to have been recognized as one of BC's Top Employers for a fourth consecutive year in 2023. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.*

### **Job Summary**

The Payment Coordinator is responsible for day-to-day processing of invoices, expense reports, disbursements, and refunds for Chartered Professional Accountants of British Columbia (CPABC), Chartered Professional Accountants' Education Foundation of British Columbia (CPAEF) and Chartered Professional Accountants of Yukon Territories (CPAYT).

### **Key Responsibilities:**

#### **Accounts Payable Processing**

- Receive invoices and obtain approvals and coding;
- Prepare the distribution breakdown by department for administrative invoices;
- Process member refunds (Member Dues/ Public Practice Fees/ PD refunds);
- Review all expense claims in detail for compliance with the Financial Policies & Procedures Manual;
- Address queries from staff and vendors;
- Review and post Senior Payment Coordinators accounts payable batches;
- Review and post PD financial accounts payable batches;
- Ensure vendor records are maintained and up to date;
- Keep Accounts Payable filing up to date;

#### **Disbursements**

- Run invoice and aged payables report to prioritize invoices/expenses to be paid;
- Process cheques and obtain signatories;
- Initiate and run the EFT batch;
- Organize and prepare the EFT cover sheet and obtain signatures from authorized signatories;
- Ensure the EFT file is transferred appropriately by an authorized person;
- Petty cash disbursements to internal staff;

#### **Period End Closing Procedures**

- Prepare and record journal entries (prepaid, accruals, adjustments);
- Follow up with staff regarding accruals and GL coding;
- Reconcile working papers to balance sheet accounts;
- Enter receipts and deposits into the accounting system (Microsoft Dynamic GP);
- Prepare GST rebates;
- Prepare annual T4A tax receipt list;
- Issue donation receipts;

And other duties and responsibilities as may be assigned from time to time.

### **Key Requirements:**

- Bachelors Degree in a relevant discipline would be an asset;
- Two (2) to three (3) years experience in a similar role, working in a professional office environment;
- Intermediate-level experience with Microsoft Dynamics GP 2022;
- Proficient with Microsoft Office - Excel, Word, Outlook;



- Ability to provide strong customer service support to members, students, volunteers, vendors and staff;
- Refined organizational and time management skills and the ability to multi-task;
- Proven ability to prioritize competing requirements and deadlines under pressure;
- Ability to work collaboratively as a member of a team and independently with minimal supervision.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). This posting will remain open until filled. We thank all candidates who respond; however, only those selected for an interview will be contacted.

**Why join our team?** CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

#### **About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 39,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a fourth consecutive BC Top Employer award in 2023.*