



Position: Senior Payment Coordinator
Reports To: Manager, Accounting Operations
Contract Type: Indefinite, Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, collaborative and results-driven individual for the position of Senior Payment Coordinator. We are proud and honoured 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

Reporting to the Manager, Accounting Operations, the Senior Payment Coordinator is responsible for the 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

- Responsible for processing and recording all cash disbursements to ensure all outstanding invoices/expenses are paid on a timely basis;
- Receive and organize approval of invoices, refunds and expenses;
- Ensure appropriate coding and supporting documentation prior to data entry;
- Prior to payment, enter and prepare batches for all invoices and expenses;

Cheque / EFT Disbursements

- Coordinate all payments by reviewing terms;
- Run invoice and aged payables report to prioritize invoices/expenses to be paid;
- Process cheques and obtain signatures;
- Prepare EFT and obtain signatures, following up as required until transfers are completed;

Vendor Maintenance

- Ensure vendor lists and records are accurately maintained (e.g. WCB and T4A eligible vendors);
- Update addresses, bank account and all information from Vendors in our GP system;
- Organize and maintain electronic filing system;

PD Financials

- Review and post PD batches and invoices, checking for accuracy and validity;

Month End Processing

- Provide support to Manager, Accounting Operations in completing period-end reporting tasks;
- Prepare and record journal entries (prepaid, accruals, adjustments);
- Follow up with staff regarding accruals and GL coding;
- Reconcile working papers to balance sheet accounts;
- Complete month-end reporting for CPABC's Benevolent Fund including bank reconciliation, journal entries, investment reconciliation and donation tax receipts;

Department Administration & Other Responsibilities

- Resolve Payables issues in a timely manner by working with the vendor or other Departments (i.e. making sure we have correct email on file for EFT payments, etc.);
- Respond to vendors, staff and Board Members when necessary;
- Liaise with auditors during interim and year-end audits as required;
- Other duties and responsibilities as may be assigned from time to time.

Key Requirements:

- Post-Secondary qualification in Accounting, Finance, Business, Administration or a related discipline, or equivalent experience;
- Three (3) to five (5) years of Accounts Payable or equivalent experience required;
- Accounting Certificate would be beneficial, but is not required;
- Intermediate to advanced proficiency with MS Office, in particular MS Excel and MS SharePoint;
- Proficiency with MS Great Plains software;
- Adept at managing multiple competing priorities, with the ability to multi-task effectively;
- Excellent interpersonal and communication skills, both verbally and written;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational and time management skills.

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca. This posting will close on August 18th, 2023. All applications will be reviewed after this date.

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.