



Full-Time Finance Coordinator

Arthritis Research Canada an independent, not for profit charitable organization and is home to the largest clinical arthritis research centre in North America. Since its creation in 1999, Arthritis Research Canada has earned international recognition for our work in reducing the burden of arthritis through research. Our mission is driven by our Board of Directors, research scientists and staff who are focused on research aimed at arthritis prevention, early diagnosis and treatment, and quality of life issues for those with arthritis.

Arthritis Research Canada is located directly across the street from the Lansdowne Centre SkyTrain station in Richmond, a 20-minute commute from Waterfront Station in Vancouver.

Consider joining our committed team of staff and researcher to be part of an innovative, inclusive and rewarding workplace.

POSITION OVERVIEW: We are looking for a dynamic and experienced bookkeeper with full-cycle accounting experience and a passion for accuracy, and eager to work in a diverse environment that allows you to showcase your financial and organizational skills. You have the ability to balance a wide range of projects and multiple priorities. You will be responsible for understanding and administering all financial aspects of our research centre.

MINIMUM Skill Requirements:

- Solid grasp of full-cycle accounting (from entering receipts to financial statements)
- Meticulous attention to detail and exceptional organizational skills
- At least 3 years of experience with QuickBooks is preferred
- Strong understanding of accounting fundamentals
- Exceptional organizational skills
- Excellent English communication skills, both written and verbal
- Experience in a project-based/fund accounting
- Knowledgeable in not-for-profit fundraising accounting practices

Responsibilities:

- All bookkeeping functions (invoicing, A/P, A/R, G/L)
- Ability to prepare year-end and quarterly financials, including trial balances, reconciliation of journals and working papers for the use by the external accountant
- Bank deposits and reconciliations
- Assist Executive Director to establish and create the annual budget

Compensation:

\$50,000 to \$60,000 annually

Please send a cover letter and resume by to:

Human Resources Dept. Job # 99

Arthritis Research Canada

5591 No. 3 Road

Richmond, BC V6X 2C7

FAX: 604-207-4056; Email: jobs@arthritisresearch.ca

Application deadline: Monday, October 12, 2020

No telephone calls please. We thank all candidates for their interest; however, only those selected for an interview will be contacted.