

POSITION AVAILABLE

FINANCE ASSISTANT, ACCOUNTS PAYABLE FULL-TIME

We are privileged to learn, work, and live on the traditional territory of the SC'IA'NEW Nation.

Pearson College UWC stands as a beacon of hope and education, founded in 1974 with a vision to make education a force that unites people, nations, and cultures for peace and a sustainable future. Our mission is deeply rooted in this vision, striving to empower students from diverse backgrounds to actively engage in creating a better world.

At Pearson, we are more than just an educational institution; we are a vibrant community of passionate individuals committed to fostering global understanding and positive change. As one of 18 United World Colleges around the world, our students undergo a rigorous selection process in their home countries. They are chosen not only for their academic potential, but also for their demonstrated dedication to making a meaningful impact on the world. Moreover, the majority of our students receive substantial financial aid, ensuring that opportunities for transformative education are accessible to all.

Pearson College UWC is recruiting for an outstanding Finance Assistant, Accounts Payable

Reporting to: Director of Finance and IT

Position Summary:

In support of the College's Finance team, the Finance Assistant, Accounts Payable (AP) processes financial transactions within Blackbaud Financial Edge NXT accounting system, along with reconciling various accounts and producing a variety of reconciliation reports.

The Accounts Payable Financial Assistant will ensure accuracy of data, respond to a variety of account enquiries, and effectively communicate College policies and procedures.

Major Responsibilities:

- Manage all aspects of the accounts payable function.
- Analyze and reconcile various GL accounts on a monthly and quarterly basis.
- Administer the fixed asset ledger and amortization of the College's assets in compliance with Pearson College policy.
- Reconcile and adjust annual physical inventory.
- Process prepaid expenses.
- Prepare reports, including year-to-date revenue and expenditure reports, audit materials, and various worksheets, as required.
- Process all College sales tax (GST and PST) reconciliations, filings, and reports.
- Process all payroll-related remittances.
- Issue T4As for College contractors.
- Administer monthly photocopy allocations.
- Prepare journal entries, as required.
- Assist with budget preparation.
- Assist with payroll processing, as required.
- Assist with preparation for the College's annual audit, which takes place during the summer months.
- Assist with preparing materials for Board and Committee meetings.
- Perform administrative duties, including but not limited to electronic filing, records management, and assisting the Director, as required.
- Work as part of the Finance team, providing backup support to the Finance Assistant (Accounts Receivable), as needed.
- Perform other duties as assigned by the Director of Finance & Information Technology.

Education, Skills & Experience:

- Completion of a diploma in Business Administration, Finance or Accounting preferred.
- A minimum of five (5) years of recent accounting-related experience within an integrated computerized environment.
- Preference given to individuals with prior accounting experience in a non-profit/charitable organization.
- Communicate effectively in English, both verbally and in writing.
- Demonstrated attention to detail and ability to process financial transactions accurately and in a timely manner.
- Solution-focused. Skilled in taking the initiative and problem solving.
- Ability to establish and maintain effective working relationships and provide a customer-service focus to the College community, key stakeholders, and members of the general public.
- Ability to perform basic and intermediate financial calculations with accuracy, meeting deadlines.
- Demonstrated organizational and time management skills.
- Proficiency in MS Office Suite applications and integrated computerized accounting systems. Knowledge of Blackbaud Financial Edge NXT and Blackbaud Raiser's Edge is an asset.

- Ability to maintain confidentiality.
- Ability to work effectively in a team environment.
- Demonstrated tact and diplomacy working within a multi-cultural and diverse organization.
- Must be able to successfully pass a Criminal Records Check

Compensation & Organization

This is a full-time, unionized position (PEA) of 35 hours per week, located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, BC. The salary range is \$53,000 – \$63,000 per annum, plus a comprehensive benefits package that includes four weeks of vacation with additional paid time off during the Winter Break / Christmas, extended health and dental coverage, matching RRSP program, and on-site meal program (a taxable benefit). Applications will be accepted until the position is filled and reviewed daily. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada. Résumés and a cover letter can be emailed to careers@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning, and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power.

We encourage applications from individuals belonging to minority groups, including but not limited to Indigenous peoples, LGBTQ+ individuals, women, and those with diverse backgrounds or experiences. Your unique perspective is valued and contributes to fostering an inclusive and equitable workplace.