



# The WestCoast Native Health Care Society

TSAWAAYUUS • ATAAPIS • HUUPSITAS

p. 250 724 5655 • f. 250 724 5666 e. [info@rainbowgardens.ca](mailto:info@rainbowgardens.ca)  
a. 6151 Russell Place, Port Alberni, BC V9Y 7W3

## JOB POSTING

Job title: Senior Bookkeeper	Bargaining Unit: Non-contract
Program/Service: Finance	Classification: N/A
Job Description: Full-time Monday to Friday	
FTE: 1.0	Salary: \$50 000-70 000
Reports To: Executive Director	Collective Agreement: Non-contract
Date Posted: July 3, 2025	Start Date: Open until Filled
<p>Job Summary:</p> <p>We are seeking a detail-oriented and experienced Bookkeeper to manage the day-to-day financial operations for The WestCoast Native Health Care Society. The ideal candidate will be proficient in accounting principles, highly organized, and able to work both independently and as part of a team. This role is crucial to maintaining accurate financial records and ensuring the smooth operation of our financial processes of our non-profit campus of care that includes Long-term Care, Assisted Living and Independent Living.</p>	
Duties and Responsibilities	
<ol style="list-style-type: none"><li>1. <b>Accounts Payable:</b> Process invoices, verify accuracy, obtain approvals, and prepare payments in a timely manner.</li><li>2. <b>Accounts Receivable:</b> Generate invoices, record incoming payments and funding, record incoming rent from residents, clients and tenants and follow up on outstanding balances.</li><li>3. <b>Bank Reconciliation:</b> Perform regular reconciliation of bank statements with internal records to ensure accuracy and identify discrepancies.</li><li>4. <b>Managing Resident Comfort Funds:</b> Oversee the management and reconciliation of resident comfort funds, including paying resident bills in certain circumstances</li><li>5. <b>Petty Cash Management:</b> Manage and reconcile petty cash disbursements, ensuring proper documentation and adherence to established limits.</li><li>6. <b>Bi-Weekly Cheque Runs:</b> Prepare and execute bi-weekly cheque runs and electronic payments for accounts payable and other disbursements.</li><li>7. <b>Payroll Backup:</b> Serve as a reliable backup for payroll processing, understanding the end-to-end payroll cycle to step in when needed.</li><li>8. <b>Financial Reporting Support:</b> Assist with the preparation of monthly/quarterly/annual budget and financial reports as required.</li><li>9. <b>Finance Meetings:</b> Attend regular Finance Meetings to provide updates, present financial data, and contribute to financial discussions.</li><li>10. <b>CFO Consultation:</b> Collaborate and consult regularly with the contracted CFO to</li></ol>	

<p>ensure financial accuracy, compliance, and strategic alignment.</p> <p>11. <b>General Ledger:</b> Maintain and update general ledger accounts.</p> <p>12. <b>Record Keeping:</b> Maintain organized and accurate financial records, both physical and digital, in accordance with established procedures.</p> <p>13. <b>Annual Audit Support:</b> Provide auditors with necessary reports and files for annual audit.</p> <p>14. <b>Ad-Hoc Duties:</b> Perform other bookkeeping and administrative duties as assigned.</p>
Qualifications
<p>Education, Training and Experience:</p> <ul style="list-style-type: none"> <li>• Post-secondary education in Accounting, Bookkeeping, or a related field is required.</li> <li>• A recognized Bookkeeping certificate or diploma is highly preferred</li> <li>• Certification from a recognized accounting body be an asset.</li> </ul>
Skills and Abilities:
<ul style="list-style-type: none"> <li>• Minimum of 3-5 years of progressive bookkeeping experience.</li> <li>• <b>Proficiency in Sage 50 accounting software is mandatory.</b></li> <li>• <b>Experience with ADP payroll software is required.</b></li> <li>• Strong understanding of generally accepted accounting principles (GAAP).</li> <li>• Excellent data entry skills with a high degree of accuracy and attention to detail.</li> <li>• Proficient in Microsoft Office Suite, particularly Excel.</li> <li>• Ability to prioritize tasks, manage time effectively, and meet deadlines.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Excellent communication skills, both written and verbal, for effective interaction with staff, residents, and external partners.</li> <li>• Ability to maintain confidentiality and handle sensitive financial information with integrity.</li> <li>• Ability to work independently with minimal supervision and as part of a team.</li> </ul>