



## **ACCOUNTING AND ADMINISTRATIVE ASSISTANT**

### **THE ORGANIZATION - COMMITTED TO SERVING SENIORS AND FAMILIES**

Kiwanis North Shore Housing Society (KNSHS) provides and operates non-profit, residential accommodations. With a 75-year history of service on the North Shore, KNSHS is now the primary provider of below market independent seniors' rental housing in both North and West Vancouver. Kiwanis owns and operates 634 apartments in seven buildings – four in West Vancouver and three in North Vancouver with a new building of 106 units under construction in Lynn Valley.

At Kiwanis, we believe that a diversity of people builds a vibrant, healthy, and safe community where residents are proud to live. If you are passionate about providing affordable, secure, and inclusive housing, we invite you to join our team.

### **POSITION SUMMARY**

Based at our Head Office in West Vancouver, the Accounting & Administrative Assistant will work in a collaborative role with all team members, with focus on both accounting and administration.

### **KEY AREAS OF RESPONSIBILITY**

#### **Resident and Vendor Relationships**

- As the first point of contact for our organization, you will establish good working relationships with residents, suppliers and others while answering phones, greeting office visitors and responding to inquiries.

#### **Accounts Payable**

- Responsible for all A/P functions, including obtaining expense approvals, reviewing coding, monitoring POs and ensuring timely payment of invoices.

#### **Coordination and Communication**

- Coordinate guest suite and amenity room bookings, lockers, parking, keys and FOBs
- Assist with general correspondence and notices to tenants or other stakeholder, and the collection and recording of requested information

#### **Administration**

- Assists the Office Manager with all aspects of daily administration including receiving payments, monitoring and ordering office supplies
- Update and distribute information packages as well as scan, file and upload documents
- Other tasks assigned by the Comptroller and Office Manager

## **CANDIDATE PROFILE**

### **Qualifications**

- A minimum of 2 years work experience in a similar role, preferred accounts payable experience
- Personable, professional, and consistent manner, with a strong work ethic
- Excellent organizational, prioritization and problem-solving skills, capable of working under time constraints
- Excellent written and verbal communication skills in English
- Effective customer service skills, listening with patience and empathy
- Strong computer skills, especially MS Office and the ability to learn property management software
- Experience with property management software an asset
- Bookkeeping experience an asset
- Familiarity with the BC Residential Tenancy Act an asset

**Please note that the successful applicant is subject to a satisfactory criminal record search.**

### **Shifts/Hours**

Fulltime Position - Monday to Friday

### **Other Information**

Kiwanis offers a competitive salary and benefit package which includes paid sick leave, extended health care, dental and vision care, Employee & Family Assistance Program and group life insurance. Salary range \$47,000 – \$52,000, commensurate with experience.

### **HOW TO APPLY**

If you are interested in this challenge, please send your cover letter and resume to [HR@kiwanisnorthshorehousing.org](mailto:HR@kiwanisnorthshorehousing.org) with the subject line “Accounting & Administrative Assistant Position”.

**Position Start Date:** As soon as possible