



## Accounting Support Associate

The Affordable Housing Societies, BC's largest not-for-profit affordable housing provider, is seeking a part-time Accounting Support Associate. At Affordable Housing Societies, we're dedicated to "Making People's Lives Better" — for our tenants, their families, and our employees. Join an exceptional group of diverse, caring, and passionate individuals who are inspired to make a difference.

The Accounting Support Associate is responsible for maintaining accurate financial records through bookkeeping, data entry, and transaction processing while assisting with reconciliations and audit preparation. This role also provides backup coverage, develops proficiency in financial software, and supports office operations.

You:

- Maintain accurate bookkeeping, including payroll, accounts payable, and general ledger transactions, ensuring records are always up to date.
- Assist with bank and general ledger reconciliations and prepare audit working papers to ensure financial accuracy.
- Process invoices, coordinate payment runs, and manage accounts payable tasks, including preparing cheques and EFTs for approval.
- Provide coverage for team members during absences to ensure smooth operations.
- Have proficiency in software systems and offer support and training.
- Champion the values of integrity, kindness, and compassion, and take seriously the social responsibility of effectively managing the housing of individuals of various backgrounds including many who are highly vulnerable.

You have two years of demonstrated work experience in bookkeeping, accounts payable, general accounting support, and/or office administration. A diploma or certificate in accounting, finance, related field or equivalent experience is preferred.

You have a solid understanding of accounting principles, proficiency in accounting software and MS Office, and excellent data entry skills. You maintain discretion with financial information, adapt to changing priorities, work independently, and quickly learn new systems while building positive relationships through strong communication.

This part-time, in-office role is 22 hours per week, and you will be working from our Surrey head office location.

While we appreciate all applicants, only those selected for an interview will be contacted.

Affordable Housing Societies is committed to being an equal opportunity employer and values diversity in the workplace. We provide accommodation upon request for candidates participating in all aspects of the selection process. Employment decisions are based on qualifications, merit, and business needs.

To apply to this posting, please email your resume and cover letter to [jobs@affordablehousingsocieties.ca](mailto:jobs@affordablehousingsocieties.ca)