

**IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.**

**LEGAL SERVICES SOCIETY  
POSTING**

**TO:** LSS STAFF (cc: BCGEU)  
**FROM:** HUMAN RESOURCES DEPARTMENT  
**POSITION:** ACCOUNTING CLERK  
ONE REGULAR FULL-TIME TERM POSITION (to six months from start date) - VANCOUVER  
This position is on the modified work schedule  
**COMPETITION NO:** B072-18  
**DATE POSTED:** JULY 31, 2018  
**CLOSING DATE:** AUGUST 8, 2018  
**STARTING DATE:** ASAP  
**SALARY:** Job Class 6 (\$40,322 - \$46,018)

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**PRIMARY FUNCTION:**

To set up and maintain the accounts payable and accounts receivable functions, to maintain the fixed assets inventory, and to reconcile assigned general ledger accounts.

**The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.**

**DUTIES:**

**1. SET UP AND MAINTAIN ACCOUNTS PAYABLE AND RECEIVABLE FUNCTIONS:**

- a) Data entry for A/P, A/R, fixed assets, journal entries and vendor maintenance;
- b) Imports tariff batches;
- c) Prepares cheque runs and cheques for distribution;
- d) Prepares manual cheques and money orders, including "one-off" and cheques in US funds;
- e) Prepares bank deposits and takes them to the bank for deposit;
- f) Processes documentation for requests for foreign money orders with the organization's banking institution;
- g) Reconciles travel statements and travel advances;
- h) Processes and codes expense claims and accounts payable to the general ledger;
- i) Prepares documentation for stop payments on lost or void cheques;
- j) Responds to enquiries from suppliers and staff regarding accounts payable and receivable;
- k) Maintains accounts payable files;
- l) Reconciles accounts as assigned.

**2. MAINTAIN FIXED ASSET INVENTORY DATABASE:**

- a) Enters all asset acquisitions, salvage, and transfers of assets to the fixed asset database;
- b) Sets up new assets and keys general ledger transactions to fixed assets;
- c) Runs monthly depreciation computation reports;
- d) Reconciles depreciation to general ledger balances;
- e) Reconciles fixed asset inventory monthly to the general ledger.

**3. SYSTEMS ACTIVITIES & MAINTENANCE:**

- a) Process (CPRs) Conversion to Private Retainer forms;
- b) Process (ROTM) Return of Tariff Memo forms;
- c) Issue LSS vendor number to private bar lawyers;
- d) Maintain lawyer profiles and court locations;
- e) Set up electronic funds transfer information.

**4. PERFORM OTHER RELATED DUTIES:**

- a) Perform other related duties as required;

**QUALIFICATIONS:**

**Basic requirements**

- grade 12 supplemented by post-secondary accounting courses
- enrolment in the CPA program is considered an asset

- minimum 2 years of general accounting experience as outlined in the rated requirements
- Intermediate skill in MS Excel
- or an equivalent combination of education and experience

**Rated requirements**

- knowledge of the application of tier 2 computerized financial systems and of the functions and operations as they relate to the work performed
- knowledge of accounting principles and practices
- proficiency in MS Windows-based computerized office environments
- knowledge of office procedures, including accounts payable and accounts receivable
- knowledge of LSS policies and procedures an asset
- ability to organize workload, identify urgent work items and set priorities
- ability to work independently and as part of a team
- good communication and interpersonal skills
- ability to function independently and under pressure
- ability to be discreet and manage confidential information

**This competition requires the candidate to complete the following tests:**

- Excel – Intermediate

**We offer (based on your employment status and affiliation):**

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

**LEGAL SERVICES SOCIETY  
Human Resources Department  
Competition no: B072-18  
400-510 Burrard Street  
Vancouver, BC V6C 3A8**

**E-mail address:** [resumes@lss.bc.ca](mailto:resumes@lss.bc.ca)

Please indicate **B072-18, Accounting Clerk**, and whether you are an **internal or external** applicant in the posting in the email **subject line**.

**VISIT OUR WEBSITE AT** [www.legalaid.bc.ca](http://www.legalaid.bc.ca)

*We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.*