

## THE SALVATION ARMY EXPECTATION LIST

<b>Job Title:</b> Administrative/Accounting Assistant	
<b>Ministry Unit:</b> Vancouver Community & Family Services	<b>City and Province:</b> Vancouver, BC
<b>Hours of Work:</b> 35 hours per week	<b>Regular Work Schedule:</b> Monday to Friday, 8:30 am – 4:00 pm
<p style="text-align: center;">The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Every position contributes to the spiritual and social services mission of The Salvation Army.</p>	

### **PURPOSE:**

The purpose of the expectation task list is to identify and clarify what management expects from the incumbent. The following expectations and tasks will be part of the annual performance appraisals; your merit increase will be based on the level of performance in each of the following areas.

### **RESPONSIBILITIES**

#### 1. Payroll Processing

- Obtain bi-weekly internal timesheet from staff members; work closely with the Manager to obtain approval of staff hours; record hours for hourly paid employees on THQ Payroll timesheet, determine and record entitlement to statutory holiday, doctor's appointment, sick leave, vacation, banked hours; submit THQ Payroll timesheet to Payroll Department
- On a separate log, record employee's doctor's appointments, sick leave, vacation, and banked hours; provide the Manager these records on a regular basis and when requested.
- Identify, clarify, resolve and follow through payroll issues with the Manager and THQ Payroll according to payroll policies and procedures; communicate with THQ Payroll while keeping the Manager informed.
- Assist the Manager to make calculations relating to payroll and benefits; communicate with THQ Payroll and benefit carriers while keeping the Manager informed.
- Assist the Manager in completing required employee change forms
- Assist the Manager to update employee's vacation schedule
- Help develop and streamline the format to record employee and payroll info when needed

#### 2. Accounting

- Accounts payable – On a weekly basis, obtain approval from the Manager and/or Director and to

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process payment, out-of-pocket and mileage expense reimbursement, petty replenishment on a weekly basis; process inter-departmental transfer; apply correct coding to each payment; make deposit; communicate with Western Regional Accounting Centre (WRAC) to make special payment or cheque requisition.

- Financial Statements – Work closely with the Manager to review monthly financial statements; identify corrections needed and communicate to WRAC to make adjusting entries.
- Receipting – Accept and process cash donations at the front desk; issue cash donation and Gift in Kind (GIK) receipts; work closely with the Manager and Director to process GIK receipts to donors of the Back to School Supplies Program, Christmas Assistant Program and other special donations; prepare donation receipt report to WRAC for recording.
- Esther's Place (EP) – Deposit and record rent payment for Esther's Place; communicate with EP Support Worker about late payments; keep thorough and clear record on tenant's damage deposit; work with EP Support Worker to determine and return damage deposit when tenants are moving out.
- Accounts Receivable – Work with Clinical Supervisor and the Manager to issue invoices to community agencies to collect counselling and other professional fees according to the agreed fee schedule and services rendered; follow up and follow through with agencies for payment; record and communicate to the Clinical Supervisor and Manager when fees are collected; keep thorough records on the transactions.
- Gift Card Log – Record, update and reconcile gift card usage on the Gift Card Log on a monthly basis; communicate with WRAC each month on the amount and coding of expenses and ending balance while keeping the Manager informed.
- Work with the Manager to review workload and make viable plans to complete all delegated tasks while being sensitive to accounting deadlines, e.g. year end, tax filing deadline for issuing GIK donation receipts.
- Help streamline the accounting process when needed

### 3. Reporting

- Statistics – Work with program staff to record statistics in CMS and SAMIS on a monthly basis. Statistics includes client services, product distribution, attendance, sessions, volunteer hours, activities at front desk, etc.
- Recording – Record monies collected for child-sponsorship on a monthly basis, Hydro fee for Esther's Place, counselling fees, etc.
- Work with program staff and the Manager to streamline all the recording and reporting procedures

### 4. Administrative Support

- Work with the Manager and Director to issue thank you letters and other correspondence in a timely manner

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- Attend to front desk duties, e.g. answer phone calls, phone and walk-in enquiries, re-direct phone calls, make referrals, schedule appointments; when requested provide spiritual care and prayer
- Participate in working groups and task forces to address and resolve issues arising from helping clients, applying policies and procedures or an new area in need of reviewing
- Office related duties – Update VFS inventory list; track office supplies; monitor office equipment and arrange for service if needed; filing
- Work with the Manager to streamline and develop an effective central filing system

**QUALIFICATIONS:**

- Two years college diploma and/or degree in Business Administration and/or Accounting or equivalent
- 1-3 years of relevant experience
- Must have a positive and can-do attitude
- Must have excellent attention to detail
- Must have outstanding organizational skills
- Must be able to handle confidential information in a professional and sensitive manner
- Must have the ability to remain assertive and professional when dealing with the public
- Must be able to work as a contributing team member to help address and resolve problems
- Must be able to understand and follow policies and procedures
- Must have good oral and written communication skills
- Must have proficient computer skills, including MS Word, Excel, Outlook and PowerPoint
- Must be willing to subscribe fully to The Salvation Army mission, values, policies and procedures
- Must be able to obtain clearance for Police Record Check

**GRADE: 9**

**Hours:** 35 hours/week

**Term:** Permanent full-time

**Interested applicants must respond in writing by September 28, 2012, Fri to:**

Ming Chau  
Operations & Business Manager  
The Salvation Army Vancouver Community & Family Services  
3213 Fraser Street, Vancouver, BC, V5V 4B8  
EMAIL: ming\_chau@shawcable.com

**We thank all applicants, however, only those candidates to be interviewed will be contacted.**

**PLEASE NO PHONE CALLS**

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