
Job Advertisement

Trellis Seniors Services is a growing family of Long Term Care homes with locations in Kamloops, Richmond and North Vancouver, BC. We have a vision to create joy in life & aging...by caring, connecting and celebrating and we live by our values of teamwork, learning, positive-outlook, flexibility and responsibility.

We are excited to announce an opportunity for an Accountant & Office Manager based at our brand new home, Creekstone Care Centre in North Vancouver, starting in February 2021. This combined position handles all accounting for both Hamilton Village Care Centre (in Richmond) and Creekstone Care Centre, while providing confidential administrative support to the Creekstone Leadership Team. This position is full-time (40 hours per week).

Specific Responsibilities:

Accounting

- Performs full-cycle processes for receivables and payables, banking, general journal and reconciliations in Quickbooks;
- Manages all accounting associated with Resident move ins, trust transactions, user fee collections and departures;
- Maintains daily occupancy records and database information;
- Prepares monthly financial statements including reasonability reviews and account analysis.
- Assists with quarterly and annual financial procedures, including audits and budgeting, as required
- Recommends process improvements and leverages technology, where possible

Office Management

- Manages reception and operation of the administrative offices
- Supports new Residents with orientation and offers quality customer service.
- Distributes mail and general email on a daily basis.
- Coordinates ordering of supplies and confirms receipt/approvals.
- Ensures office equipment is maintained in good working order.
- Actively participates in leadership and other meetings, as needed, including taking minutes.

As the ideal candidate:

- You get joy from having numbers that are accurate and you like to have things done on time;
- You have 3-5 years of full cycle accounting experience supported by a degree or diploma in accounting or business administration
- You enjoy connecting with people and comfortably manage interruptions including reception
- You have experience in a healthcare setting or are comfortable with long term care and the elderly
- You consider yourself as somewhat of an Excel guru and are very confident in Quickbooks
- You are a self starter and take proactive ownership of your responsibilities
- You have a high level of attention to detail and you are analytical and organized
- You have excellent verbal and written communication skills, in English
- You are in good health, free from communicable diseases, physically and mentally able to perform the duties of the position.

Why you should become a part of the Trellis family:

- We want to make a difference to the lives of others;
- We live our values of teamwork, learning, positive-outlook, flexibility and accountability;
- We are small and growing (meaning we're nimble and innovative);
- We offer competitive compensation; and
- We love to create joy by caring, connecting and celebrating.

We thank all applicants for their interest in working with Trellis Seniors Services and will contact successful applicants to explore fit with this excellent opportunity.

Job Types: Full-time, Permanent

Salary: \$55,000.00-\$65,000.00 per year