



Company Overview

Menno Place is BC's first campus of care and one of the largest, offering a comprehensive range of housing and long-term care options for seniors. With over 700 residents, our campus provides a supportive environment where couples can remain together even if their care needs change.

Summary

We are currently seeking a casual **Finance Associate** to provide casual accounting and financial services support to the Finance Department. This position assists with selected accounts payable, accounts receivable, resident billing, reconciliations, financial recordkeeping, and reporting support as assigned.

This approximately 0.2 FTE casual position is intended to provide flexible support during peak workload periods, vacations, leaves, month-end or year-end processes, and special projects. The role is well suited to an experienced bookkeeper, accounting professional, CPA student, semi-retired finance professional, or other individual seeking meaningful part-time finance work in a supportive not-for-profit healthcare environment.

The Finance Associate works collaboratively with the Controller and Finance team to help ensure financial information is accurate, complete, appropriately supported, confidential, and processed in a timely manner. As a member of the Menno Place team, the Finance Associate supports the organization's mission, vision, and values and contributes to a respectful, service-oriented, and improvement-focused work environment.

Responsibilities

1. Accounting and Transaction Support

- Assists with entering, posting, organizing, and maintaining accounting transactions and supporting documentation.
- Supports selected accounts payable and accounts receivable processes, including invoice review, payment tracking, billing support, data entry, filing, and follow-up.
- Assists with reviewing invoices, approvals, coding, taxes, totals, and supporting documentation for completeness and accuracy.
- Supports cash receipts, deposits, resident billing, trust account activity, third-party billing, and other finance processes as assigned.

- Identifies missing information, discrepancies, or unusual items and escalates concerns to the Controller or designate.

2. Reconciliations, Records, and Reporting Support

- Assists with bank, credit card, account, resident, customer, supplier, and general ledger reconciliations as assigned.
- Supports month-end and year-end processes by preparing schedules, gathering documentation, validating data, and organizing supporting records.
- Maintains accurate electronic and paper financial records in accordance with Menno Place procedures.
- Assists with data collection, spreadsheet maintenance, report preparation, and financial information requests.
- Supports audit preparation, external reporting, and document retrieval as required.

3. Backup, Relief, and Project Support

- Provides casual backup support to Accounts Payable, Accounts Receivable, and other Finance team functions during absences, vacations, peak workload periods, or special projects.
- Assists the Controller and Finance team with assigned projects, process reviews, documentation updates, and information requests.
- Supports improvements to finance workflows, forms, templates, spreadsheets, checklists, and procedures.
- Participates in testing, documenting, or implementing revised finance processes where appropriate to the casual nature and scope of the role.

4. Confidentiality, Teamwork, and Service

- Maintains confidentiality of financial, resident, employee, supplier, and organizational information.
- Communicates professionally and respectfully with Finance team members, departments, residents, families, vendors, and external parties as required.
- Works independently within assigned duties while seeking direction when priorities, deadlines, or issues require clarification.
- Contributes to a positive, collaborative, safe, and service-oriented Finance Department.
- Performs other related accounting and administrative duties as required.

Qualifications

Education, Training, and Experience

- Grade 12 graduation required.
- Accounting certificate, diploma, post-secondary accounting coursework, bookkeeping training, or equivalent education is preferred.
- Enrolment in a CPA preparatory program, finance diploma, business program, or related field is considered an asset.
- Minimum of two years of accounting, bookkeeping, accounts payable, accounts receivable, billing, or related finance experience is preferred.
- An equivalent combination of education, training, and experience may be considered.

Skills and Abilities

- Working knowledge of basic accounting principles, including debits, credits, account coding, reconciliations, and financial documentation.
- Understanding of accounts payable, accounts receivable, billing, invoice processing, and financial controls.
- Strong attention to detail, accuracy, confidentiality, and follow-through.
- Ability to organize work, manage assigned priorities, and meet deadlines in a changing environment.
- Proficiency with Microsoft Excel, including formulas, sorting, filtering, and spreadsheet organization.
- Ability to work with computerized accounting, billing, or financial systems.
- Ability to identify discrepancies, investigate routine issues, and escalate concerns appropriately.
- Effective communication skills in English, both verbally and in writing.
- Ability to work independently and collaboratively as part of a team.
- Interest in process improvement, workflow efficiency, and practical automation is an asset.

Preferred Assets

- Experience in healthcare, seniors care, not-for-profit, public sector, or charitable organization finance.
- Experience with ERP systems, electronic document management, financial reporting tools, or business intelligence tools.
- Experience preparing reconciliations, maintaining templates, improving spreadsheets, or documenting finance processes.

Work Location: In person

Pay: CA\$26.00-29.00/hour

Job Type: Casual

Join our team at Menno Place, where your expertise supports the people who care for our residents every day. If you are passionate about accuracy, service, and continuous improvement, we want to hear from you—apply today to make a meaningful difference.

We thank all applicants however only those short-listed candidates will be contacted.

To explore all job opportunities at Menno Place please visit our website at <https://www.mennoplace.ca/careers/> today!