



CHINESE
CANADIAN
MUSEUM
華裔博物館

Chinatown PO Box #88313
Vancouver, BC, Canada V6A 4A6
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Finance / Office Coordinator - Job Posting

Chinese Canadian Museum (CCM) is seeking a **Finance / Office Coordinator** responsible for general finance & accounting functions, payroll and general office and administrative support duties.

About Chinese Canadian Museum:

The Chinese Canadian Museum Society of British Columbia was founded in March 2020 as an independent, non-profit society to establish and operate a public museum in British Columbia honouring Chinese Canadian history, contributions, and living heritage. The first museum of its kind in Canada, the Chinese Canadian Museum will exhibit arts, heritage, and cultural exhibitions that celebrate the inclusion and collaboration among Chinese Canadians, Indigenous peoples, and other communities across generations, throughout British Columbia, Canada, and the world. Guided by its mission statement “Connecting to the Chinese Canadian story – addressing inclusion for all,” the Chinese Canadian Museum aspires to provide an invigorating and transformative experience for present and future generations through its exhibitions and programming throughout B.C. and Canada.

Responsibilities:

General Financial & Accounting Functions

- Full cycle accounting (A/P, A/R & GL) up to preparation of financial statements.
- Perform accounting function using QuickBooks software.
- Responsible for the Accounts Payable function by performing duties such as:
 - Validating and ensuring approval of all invoices and expense claims.
 - Ensuring that established procurement guidelines are adhered to and ensuring approval from designated signing authorities.
 - Ensure timely and accurate processing and payment of approved invoices per agreed terms where applicable via online fund transfers or cheques where appropriate.
- Responsible for the Accounts Receivable function by invoicing, monitoring, receiving, and accounting of funds. Perform banking duties and deposits as needed.
- Balance sheet accounts reconciliation as needed.
- Monitoring and managing cashflow projections.
- Tracking and remittance or settlement of applicable taxes such as GST and/or PST.
- Assist with general ledger adjusting entries as needed.
- Assist with preparation of monthly financial statements for review by the CEO and Board Directors.
- Assist with budget management planning as needed.

- Overseeing and managing the credit card program.
- Assist with various grant applications and tracking and monitoring of donations and issuing of charitable tax receipts.
- Assist with preparation for the annual financial audit.

Payroll & Benefits Functions

- Set up, on-board and maintain employee information in payroll and benefits system/programs (ADP software).
- Responsible for processing of payroll on a regular basis.
- Ensure remittance of all statutory and tax deductions to the government.
- Process year-end and periodic payroll requirements such as T4s and records of employment when needed.

General Office & Administrative Support Functions

- Respond to inquiries from external parties and internal staff, promptly and professionally.
- Overseeing inventory of stationery, forms and office supplies.
- General support for office and building systems as needed.
- Other duties as assigned from time to time.

Qualifications:

- Full cycle accounting or bookkeeping up to preparation of financial statements.
- Minimum three (3) years of related experience.
- Knowledge of full cycle accounting preferred.
- Working knowledge of QuickBooks and ADP software preferred.
- Enrolled in CPA Program an asset.
- Must be proficient with Microsoft Office – Excel, Word, Outlook/Email.
- Attention to detail and the ability to prioritize.
- Self-starter with efficient time management and organizational skills.
- Strong communication skills and the ability to work well in a small collaborative team.
- Highly adaptable to change management and work well under pressure.
- Interest in art, history and culture an asset.
- This position is open until filled.

Posting will be open until position is filled.