InspireHealth, a Canadian leader in integrative cancer care is seeking a full time Bookkeeper to join our Vancouver team.

About InspireHealth

InspireHealth initiatives are designed to create an optimal cancer recovery environment supported by current research. Integrative care actively engages patients to take charge of their health. By providing practical programs, patients are empowered to play an active role in their recovery. While our programs have a cancer focus, the concepts are applicable to the treatment of all chronic diseases and the support of health.

With long-term commitment from the BC Government to support the expansion of our vision, InspireHealth has the financial and staff resources to grow and help shape the future of health care.

Administrative Healing Support - Bookkeeper Job Description

Major Responsibilities:
- Full cycle accounting using QuickBooks
- Process A/P: prepare and mail out cheques, weekly cheque runs, reconcile supplier invoices and manage A/P, invoice coding, filing and distribution for approval
- Run Payroll: data entry, deal with general inquiries and government reporting CPP, EI etc.
- Process A/R: maintain receivables, prepare bank deposits enter and post payments and filing of receipts and invoices
- Perform Inventory and Bank Reconciliations: data entry to inventory purchases and bank GL and deal with general inquiries and reconciliations
- Donations/Other Revenues: data entry, receipting and reconciliation of donations in conjunction with the Fundraising Department using Raiser’s Edge
- Pulling EMR queries and compiling reports

Skills and Qualifications
- At least two years of related experience (preferably in a non-profit setting)
- Experience with Accounting software required, QuickBooks preferred
- Experience with Raiser’s Edge an asset and preferred
- Experience with EMR an asset and preferred
- Joyous disposition even in the face of challenges, workload, etc.
- Openness and respect for the principles and values of integrative medicine and healing

Start Date: ASAP
Status: Full-time
Compensation: $18-20 per hour based on experience
The Healing Environment

We operate within a cultural agreement of team work, self-responsibility, open communication, integrity, and self-care. We recognize that our personal growth has a direct impact on our ability to successfully realize our goals and provide the highest level of service to our members. We invite staff to meditate together each morning as a team. Creating connection with oneself and one another through meditation contributes to the creation of the ‘healing environment’.

This opportunity is ideal for individuals who:

- Model health and well-being
- Are dedicated to their own personal growth, well-being and health at the levels of mind, body and spirit
- Are self-responsible and accountable
- Are team-oriented and heart-centered
- Are passionate about integrative care
- Thrive in an organizational culture of transparency

How to Apply

You must be eligible to work in Canada at the time of application. Please email your resume along with a cover letter to hr@inspirehealth.ca

In your cover letter, please share your understanding of a 'healing environment' and why you would like to work for InspireHealth. Please include ‘Bookkeeper’ in the Subject line of your email and include your last name in the file name for both your resume and cover letter.

Submit your application as soon as possible. We review applications as they are received. Thank you for your interest however, only those selected for an interview will be contacted and we will not be accepting telephone calls.