



Alliance Française
Canada Pacific

Job Description

Administrative and Accounting Assistant

The use of the masculine gender is intended solely to simplify the text and is not meant to be discriminatory.

Location: On-site – Vancouver

Organization type: Non-profit association with charitable status

Position type: Full-time (40 hours per week) / Fixed-term contract – maternity leave replacement

Employment dates: July 1, 2026 to January 31, 2027

Language requirements: French and English are essential

About Alliance Française

Alliance Française Canada Pacific (AFCP) is a Canadian non-profit organization with two branches in British Columbia: one in Vancouver (head office) and the other in Victoria.

Our Mission

- Offer French language programs for all ages and levels
- Promote local and international Francophone cultures through cultural spaces and professional cultural events
- Provide a welcoming space for community gatherings

Our Values

- Enrich human experience and mutual understanding through bilingualism and intercultural exchange
- Promote the French language and Francophone cultures, which hold a special place in Canada
- Strive for excellence in education
- Create welcoming multicultural experiences that bring the community together

About the Position

We are looking for an organized, detail-oriented, and meticulous individual to fill the role of Administrative and Accounting Assistant to support our daily operations during a maternity leave replacement.



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Accounting and Finance

- Prepare, compile, and maintain daily accounting reports (including entries in our accounting software)
- Daily tracking for Vancouver
- Monthly tracking for Victoria
- Manage more intensive accounting periods from October to January (prepaid accounts)
- Prepare and/or optimize tracking of prepaid accounts (adult programs)
- Monitor and record issued and used credits (Vancouver and Victoria)
- Assist with payroll preparation
- Prepare monthly invoices related to government training programs (in French)

Administration

- Respond to requests related to T2202 tax forms (January to March)
- Ensure administrative follow-up for government-funded courses (timesheets, etc.)

General Administrative Support

- Assist with managing room booking requests
- Provide reception support as needed
- Oversee book inventory management

Profile and Required Skills

- Bilingualism French/English is essential
- Training in accounting and/or administration
- Experience in a similar position
- Strong proficiency in Excel and office software
- Experience with Sage 50
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities and busy periods

Compensation and Benefits

Salary range: CAD \$50,000 to \$60,000 per year

The base salary within this range is determined by several factors, including job-related skills, education, and relevant experience. Please note that new hires at AFCP are generally appointed in the lower half of the range to support internal equity and allow for growth for those who excel in their role. The above range reflects base salary only and does not include bonuses or benefits.



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Additional Benefits

- 20 days of accrued vacation, plus 13 additional paid days
 - Benefits plan (employer contribution to a flexible health plan)
 - Flexible work options
 - Professional development support (learning opportunities, training, mentorship, etc.)
 - Free or discounted access to AFCP events and services
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How to Apply

Send your CV and cover letter to:

officemanager@alliancefrancaise.ca

Alliance Française Canada Pacific is an equal opportunity employer and welcomes applications from people of all backgrounds.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Join our team and help us promote the beauty of the French language and Francophone cultures in British Columbia!