



## Bookkeeper – Job Posting

### Job Summary

The Bookkeeper is responsible for the management and administration of the Port Alberni Friendship Centers Finances including administration and monitoring of operating and capital budgets, monthly accounting, financial planning and reporting.

The Bookkeeper must be able to prioritize tasks and work both independently or as part of a team. The position requires a willingness to adapt to a dynamic work environment and new technology as well as the ability to deal with people sensitively and professionally at all times.

### Job Duties

- Process accounts payable, payroll and accounts receivable in an accurate and timely manner
- Perform basic bookkeeping functions
- Overseeing issuing of cheques and payment invoices.
- Complete monthly reconciliation for all accounts
- Prepare monthly/quarterly financial reports, including month end financials for the Board of Directors
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Assist in the preparation of operating budgets
- Assist with preparation of financial reports as per contract requirements.
- Maintain a high level of confidentiality in all interactions
- Present a positive and professional image of the organization

### Qualifications

- Proficient in Sage 300 General Ledger, Payroll and Accounts Receivable/Accounts Payable and Microsoft Office programs (including Word, Excel, and PowerPoint), EFT
- Minimum 3 years experience in Accounting/Finance position
- Completion of bookkeeping/accounting courses preferred/BA in Business, Finance or related field is preferred
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Ability to organize, plan and prioritize work
- Effective communication skills with individuals at all levels of the organization
- Ability to interpret and implement company policies and procedures
- Excellent computer skills
- Excellent time management skills
- Ability to work independently or as part of a team
- Valid Driver's License and willing to submit to criminal record check and provide drivers abstract.

**Job Type:** Full Time (37.5hrs/week) 8am to 4pm

**Required language:** English

**Benefits:** Extended health care, dental care, vision care, RRSP matching, paid time off, life insurance, disability insurance, on-site parking, wellness program.

**Wages:** \$54,600.00/year plus Benefit Package & RRSP Matching Program

Provide a **covering letter and resume** with at least **two current references** from a previous employer that we may contact **Attention to:** Cyndi Stevens, Executive Director

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Email: [cstevens@pafriendshipcenter.com](mailto:cstevens@pafriendshipcenter.com)

We thank all applicants for their interest in this position: however, only those candidates selected for an interview will be contacted.

