



**EMPLOYMENT OPPORTUNITY
POSTING # 22-MGT-68**

Fraserside Community Services Society invites applications for the following position:

Job Title: ACCOUNTING ASSISTANT- BOOK KEEPER
Program: FINANCE
Classification: Standard Grid Level 10
Rate of Pay: \$23.90 per hour and increments in accordance with the terms of the Collective Agreement

JOB SUMMARY:

The chosen candidate will be responsible to perform functions related to accounting, payroll and accounts payable.

QUALIFICATIONS:

- Minimum Grade 12 or equivalent, Accounting I and basic payroll and two years recent related experience or equivalent combination of education, training and experience
- Working knowledge of Accpac Plus general ledger and accounts payable and computerised payroll systems
- Strong computer skills including working knowledge of MS Word and extensive experience with Excel
- Experience with Ceridian payroll systems (in particular Day force) is an asset
- Demonstrated ability and commitment to working effectively with diverse populations
- Excellent communication skills, self-awareness and good boundaries
- Excellent technical skills in accounting functions with strong attention to detail
- Valid Non-violent Crisis Intervention certificate
- Successful Criminal Record Check

HOURS OF WORK: 40 hours per week–Monday to Friday 8:00am-4:00pm.

This is a temporary position until February 2023, subject to change with notice.

This position is open to applicants of all genders. This position requires union membership.

Applicants are requested to submit a resume, quote posting number, provide an E-mail address and telephone number, and include qualifications, experience and any other information that may assist the Society in arriving at a hiring decision. E-mail applications to hr@fraserside.bc.ca

DATE EMPLOYMENT OPPORTUNITY POSTED:
DATE EMPLOYMENT OPPORTUNITY CLOSED:

09 August 2022
16 August 2022

Fraserside is an equal opportunity employer. We thank all applicants for their interest in Fraserside. Only those selected for an interview will be contacted.