



"Caring for People With Disabilities"

Administrative Assistant – Abbotsford, BC

Bethesda Christian Association supports people with disabilities and their families. Our Mission is walking alongside families, and serving people of all abilities, experiencing the joys and challenges of life together. Our Vision is to see people of all abilities belonging to interdependent communities where they are valued and empowered to share their essential God-given skills and abilities. Bethesda's ministry is a Christian faith-based service.

Bethesda is currently seeking an Administrative Assistant for the Head Office in Abbotsford.

POSITION SUMMARY: This is a full-time position providing administrative assistance to the Senior Accountant.

RESPONSIBILITIES INCLUDE:

1. Processes and pays approved purchases.
2. Processes deposits and issues donation receipts
3. Completes bank reconciliations.
4. Completes reconciliations of government fund contracts
5. Assists in preparing budgets
6. Assists in the preparation of financial statements

REQUIREMENTS:

- Proficient bookkeeping knowledge and skills
- Pursuing a Professional Accounting Designation
- Ability to take initiative and be intuitive
- Self-directed
- Works collaboratively with others
- Good communication and writing skills
- Strong organizational and time management skills
- Proficient computer skills with advanced knowledge of MS Excel, Word, PDF, and Accounting software
- Ability to work as a member of the team as well as being able to work independently

DEADLINE FOR SUBMISSIONS: March 17, 2017

Bethesda offers a competitive wage and benefits package. For more information about Bethesda Christian Association, see our web page at www.BethesdaBC.com.

Applicants please submit a cover letter, resume and references to Bethesda's Human Resources Director (Ref #AA485). Fax your submission to 604-850-7242 or email Life@bethesdabc.com. Only selected applicants will be contacted.