

Do you want to make a difference in the lives of adults, youth and children? Do you want to watch the sun set over the ocean every night, ride through world class mountain bike trails, or enjoy the music of an international choral festival? If so, come live and work in Powell River on the beautiful upper Sunshine Coast!

We'd like you to bring your experience and qualifications to the inclusion Powell River team supporting a wide range of adults, youth and children with extra needs. We are seeking to fill a temporary full time Accounting Assistant position (may become FT):

- **Monday – Friday; 8:30am – 4:30pm**
- **Annual salary range: \$42,900 to \$52,650 based on qualifications and experience**

We are proud to offer competitive wages, on the job training opportunities, great benefits packages, Municipal Pension Plan and professional development opportunities.

The Accountant's Assistant provides a variety of accounting, bookkeeping and general clerical and receptionist duties following generally accepted accounting procedures (GAAP) using manual and electronic accounting systems, typically responsible for processing accounts payable and accounts receivable, compiling statistical and financial information, typing correspondence, filing and assuming receptionist duties. The Accountant's Assistant supports the Administration team, the inclusion Powell River Leadership and the Board of Directors and thereby contributes to the smooth operation of the Administration offices and the organization.



inclusion
powell river

Job Skills and Abilities

- Demonstrated ability to work as part of a team.
- Positive and creative problem solving abilities.
- Ability to organize work and carry out duties independently.
- Ability to work under pressure and meet cyclical deadlines.
- Excellent ability to manage and operate computerized accounting and payroll systems.
- Good oral, interpersonal and written communication skills.



Qualifications

Education, Training and Experience:

- Completion of grade 12 and a recognized professional accounting or secretarial program is required along with six months related experience.
- Education and experience will include knowledge of payroll and benefit systems preferably in a unionized setting, accounting and bookkeeping, typing, data entry and document or report preparation and layout; extensive use of personal computer, payroll and accounting software and various other applications software, filing systems, office and clerical support procedures.
- A knowledge of non-profit community based programs and services is preferred.

Requirements for Ongoing Employment

- Criminal Record Check (renewable every 5 years)

Please submit a resume and cover letter to: apply@inclusionpr.ca