



**POSITION:** ACCOUNTING CLERK

**PROGRAM:** Finance Department

**LOCATION:** Cranbrook

**CLASSIFICATION:** Bargaining unit, Accounting Clerk

**WAGE:** BCGEU General Services Agreement Grid 7

**HOURS:** 35 hours per week

**CLOSING DATE:** July 7 2020

**Job Summary:** The Accounting Clerk will provide a variety of general clerical and bookkeeping duties in support of the finance department accounting function. Checks source documents, enters data into computerized accounting systems and maintains a variety of records.

#### **Qualifications**

- Grade 12 and twelve (12) months recent related experience
- Or an equivalent combination of education, training and experience
- Excellent public relations / communications skills, both verbal and written
- Valid BC Driver's License is required
- Ability to work cooperatively with a variety of staff and other members of the community

#### **Duties and Responsibilities**

- Maintains filing systems or other records
- Performs general bookkeeping functions such as inputting information and accruals into computerized systems
- Operate a variety of office equipment such as computers, printers, copiers, facsimile equipment and postage meter.
- Handles accounts payable transactions such as coding invoices, entering into accounting software, printing cheques in preparation of signing in accordance with established guidelines.
- Reconcile various balance sheet accounts and help in year-end audit file preparation.
- Reports to designated supervisory personnel.
- Regularly participates in supervision and performance review processes.
- Participates positively and productively as a member of the Associations staff team.
- Adheres to the philosophy, policies, and procedures of Association.
- Represents the Association positively and professionally in the community.
- Performs other related duties as required

Submit your resume to: [reception@cmhakootenays.org](mailto:reception@cmhakootenays.org) Subject: Accounting Clerk

CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted.