

Campbell River & District Adult Care Society
12-142 Larwood Rd, Campbell River BC V9W 1S2
250-923-0991

JOB TITLE: Book keeper/office assistant

SALARY: \$25 - \$30.67 (negotiable)

SUPERVISOR: Nurse Administrator

JOB SUMMERY: Performs general duties related to one of more of the following areas: payroll, accounts receivable, billing, and/or accounts payable, such as entering and updating records, verifying information, assisting with grant writing, creating budgets, and matching documents.

TYPICAL SKILLS AND ABILITIES:

- Minimum 2 years' experience with payroll (including checking employee timesheet calculations, ensuring that timesheets have appropriate signatures as required, identifies and resolves related discrepancies such as errors in timesheet calculations and identifying information and refers compiles problem to supervisor)
- Experience with Microsoft excel, accounts receivable, billing and/or account payables, Familiar with Simply accounting, charitable reporting procedures, some experience with grant writing; Cash management duties such as receiving, recording, and issuing receipts for payments, balancing; Attention to details
- Maintains records, gathers and compiles information and documents such as data required for budget preparation, preparing and presenting budget justifications and presentations, advising supervisor on budgetary issues, exercising signing authority as required, interpreting government financial policies for organization staff and ensuring organization's compliance with policy.
- Performs administrative support duties such as checking mail, filing, data entry, staff scheduling, photocopying, and answering telephones, answering financial questions to accountants as required; A fast learner, able to work under pressure, and many distractions
- Recent Criminal Record check
- Performs other job related duties as assigned.

QUALIFICATIONS:

- Bookkeeping certificate with minimum two years of experience
- Or an equivalent combination of education, training and experience deemed to be reasonable and relevant to the level of requirements.
- Minimum 5 years of recent and related experience in a comparable position.
- Understanding of Union contracts an asset