



POSTING

ASSOCIATE ACCOUNTANT

Permanent Full-time (35 hours per week)

Finance Department

An opportunity exists for an Associate Accountant. The successful candidate will be responsible for assisting with the preparation of financial plans and budgets (capital and operating budgets), accounts payable processing, cost allocation, preparation of various working papers, maintaining various accounting records and reports and performing general ledger reconciliations.

QUALIFICATIONS

Education, Training, and Experience

- Bachelor's degree, in a related discipline, and/or two-year accounting diploma or equivalent.
- Strong technological skills, including proficiency in Microsoft Excel, and Sage 300 ERP. Working knowledge of Arcori PM is desirable.
- Two years' experience in financial accounting, preferably in a not-for-profit multi-service organization. The equivalent combination of education and experience will also be considered.

Job Skills and Abilities:

- Proven communications, time management, analytical and organization skills.
- Strong knowledge of Generally Accepted Accounting Principles.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE:

Resumes will be reviewed starting November 4, 2019, but the posting will remain open until filled and will close without notice.

COMPENSATION:

\$51,396 to \$57,876 per annum (to commensurate with education & experience).

NOTE: Applicants not selected for an interview will not necessarily be notified.
Options Community Services Society is an equal opportunity employer
committed to hiring a diverse workforce.

Posted: 10/28/2019

OCS Posting #:A21469

BENEFITS:

Comprehensive benefit package, which includes the Municipal Pension Plan.

PLEASE APPLY TO:

Ivan Menendez, B.A.S., M.B.A.
Deputy Executive Director/Chief Financial Officer
Options Community Services Society

E-mail: tatiana.sanctis@options.bc.ca

No phone calls please.

Please forward a cover letter and a copy of your school transcripts, for post-secondary business and accounting courses, and clearly indicate the posting number [#A21469].