



**Job Posting
(Amended November 9, 2015)**

Date Posted: **November 3, 2015**
Job Title: **Operations Accountant**
Job Number: **1530**
Department: **Administration**
Classification: **Bookkeeper**
Position Type: **Casual Temporary**
Salary Range: **Grid Level 10 (\$16.33 - \$19.01) plus comprehensive benefits package**
Start Date: **ASAP**
Reports to: **Senior Manager, Finance**

DIVERSEcity Community Resources Society is accepting applications for a Regular Full-Time Operations Accountant in the Administration Department.

The incumbent for this position will be responsible for processing full-cycle accounts payable, accounts receivable including soft collection calls, journal entries and account reconciliations. Other duties of this position will be to assist in the preparation of working papers for the annual external year-end audit and assist in ad hoc reporting or preparation of statistical information.

You will possess advanced knowledge and experience in Sage Accpac ERP and complex spreadsheets in Microsoft Excel. You must be an organized self-starter and possess excellent communication skills. You work well under pressure and within tight deadlines. You are a team player and will provide assistance where needed. You are goal-oriented, perform work at a high accuracy rate, possess a desire to see your goals accomplished and take ownership of your work.

Applicants currently enrolled in the Chartered Professional Accountant designation program (minimum of level 2) would be an asset. All selected applicants shall be willing to participate in a pre-interview testing.

If you are interested in this position, please send a cover letter and current resume **by 12 noon on November 23, 2015** to:

Jenny Chang, Senior Manager, Finance
DIVERSEcity Community Resources Society
13455 76th Avenue, Surrey, BC, V3W 2W3
E-mail to: jchang@dcrs.ca

No phone calls please.
Please note that only shortlisted candidates will be contacted.
A Criminal Record Check is a requirement of Employment.

DIVERSEcity is an equal opportunity employer. This posting is open to male and female applicants and requires union membership