

POSTING

ASSOCIATE ACCOUNTANT

Permanent Full-time (35 hours per week)

Finance

An opportunity exists for an Associate Accountant. Responsible for processing accounts receivable, preparation of financial documents and reports, completing reconciliations and for coordinating and supporting the planning and management of the maintenance and repairs of facilities owned by the Society.

QUALIFICATIONS

Education, Training, and Experience

- Accounting diploma from an accredited post secondary institution or equivalent.
- Two years of experience in accounts receivable and financial accounting is desirable. The equivalent combination of education and experience will also be considered.

Job Skills and Abilities:

- Solid communications, time management, analytical and organization skills.
- Strong technological skills, including proficiency in Microsoft Excel, and ACCPAC Accounts Receivable module, are required.
- Demonstrated effectiveness as part of a staff team.
- Service-orientated mindset and the ability to be both pro-active and responsive to employee and management enquiries.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Have no relevant criminal history.
- Crisis Line experience an asset.

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

CLOSING DATE:

November 29, 2016 at 4 pm

PLEASE APPLY TO:

Ivan Menendez, B.A.S., M.B.A.
Deputy Executive Director/Chief Financial Officer
Options Community Services Society
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Surrey, B.C. V3T 4M4

Fax: 604-584-7628

E-mail: ivan.menendez@options.bc.ca

No phone calls please.

Please forward a cover letter indicating your salary expectations. Also, please include a copy of school transcripts, for post-secondary business and accounting courses.

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: 11/10/16

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