



**November 26, 2018**

**Internal/External Job Posting – #AD10-18-05**

**ACCOUNTING ASSISTANT RELIEF (Casual)**

**JOB OVERVIEW**

Accounting Assistant is responsible for data entry, preparation of payments, coding, filing, cheque distribution, A/R and A/P entries, and providing support to the Accounting Coordinator.

**QUALIFICATIONS**

- A minimum of 2-3 years previous working experience in an accounting position
- Diploma or Certificate in Accounting is an asset
- Experience with ACCPAC, Excel and MS Word for Windows
- Working knowledge of computerized accounting system and spreadsheets
- Minimum typing speed of at least 60 w.p.m. and ability to use a calculator
- Attention to detail and a high level of accuracy in all work
- Good interpersonal, written and verbal communication skills
- Strong, organizational and problem solving skills
- Ability to work under pressure in a high paced environment and to meet strict deadlines
- Ability to work flexible hours

**JOB DETAILS**

Salary: \$17.75 per hour to start

Schedule: Variable – depending on accounting needs

Location: 5288 Joyce Street

Expected Start Date: ASAP

This is a unionized position covered by a Collective Agreement with CUPE Local 1936.

**APPLICATION PROCESS**

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants.

**SUBMIT COVER LETTER & RESUME BY: December 10, 2018**

**Please quote reference # AD10-18-05**

**Attention: Kulwant Kaur**

Director of Operations

Collingwood Neighbourhood House

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**NO PHONE CALLS PLEASE!**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**