



**VERNON AND DISTRICT ASSOCIATION
FOR COMMUNITY LIVING**

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File: JPFeb20-9

JOB POSTING

February 28, 2020

This position is open to all applicants regardless of gender identity.
This position requires a Union membership.
Must have the ability to produce and maintain a clean criminal record check.

POSITION: REGULAR PART TIME ACCOUNTING CLERK
Qualifications: As per job description (attached)
Skills/Abilities: Attendance record and performance evaluation history will be considered as relevant to final candidate selection.
Experience: As per job description (attached)
Wage: \$19.45 to \$22.65, as per union contract Wage Grid 10
Location: Venture Centre
Shift Schedule: Monday to Thursday, 08:00 to 14:00hrs, or as necessary to accommodate roster requirements
Hours per week: 24

CLOSING DATE: March 27, 2020 by 14:00 hrs

Submit current resume with cover letter, clearly outlining experience as it pertains to outlined qualifications, duties and requirements, in confidence, to:

Janet Hackman
Director of Human Resources
Venture Training, VDACL
Fax: 250-549-3394
Email: jhackman@vdacl.ca

We thank all those who apply but, only those interviewed will be contacted.

"Turning disabilities into abilities."



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Position Title: ACCOUNTING CLERK	Program: Administration
Position Reports to: Director of Finance	Position Classification: Accounting Clerk
	Grid Level: 10
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> No Changes	Date Approved: February 27,2020

Job Summary: Provides a variety of administrative duties as part of the Administrative Team in support of the organization’s accounting function. Checks source documents, enters data into computerized accounting systems and maintains a variety of records. May at times provide administrative support to all levels of the organization. Produces reports from a variety of information sources and databases. Tracks office or program expenditures. Performs bookkeeping duties such as coding, recording, posting and processing day-to-day transactions. Processes one or more of accounts receivable,

Reports to: Director of Finance

- Key Duties and Responsibilities:**
1. Codes source documents such as invoices and receipts to the accounts.
 2. Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
 3. May be required to prepare invoices and follow up on late accounts in accordance with established procedures. Pay approved invoices.
 4. Maintains bank account records.
 5. Files documents such as invoices, cheque requisitions and bills; maintains the filing system in accordance with established guidelines.
 6. Performs other related duties as required.

- Qualifications:**
- Education, Training and Experience**
- Grade 12, plus post secondary courses of at least two years in areas such as bookkeeping, payroll and accounting
 - Two (2) years recent related experience or an equivalent combination of education, training and experience
 - Satisfactory Criminal Records Check

- Job Skills:**
1. Strong knowledge of/experience with Excel and Word
 2. Must have experience with Sage 300
 3. Knowledge of theory, principles and practices of the field
 4. Good organization, time and general management skills
 5. Good interpersonal communication skills

Additional Information: An acceptable combination of education and experience may be accepted.