



File: JPSept22-6

JOB POSTING

September 17, 2022

This position requires a Union membership.

Position: PERMANENT FULL-TIME ACCOUNTING CLERK

Qualifications: As per job descriptions (attached)

Skills/Abilities: As per job description attached. Attendance record and performance evaluation history will be considered as relevant to final candidate selection.

Wage: As per union contract, wage grid 10

Location: Venture Center

Shift Schedule: Monday – Friday 08:00 – 16:00

Hours per week: 40 hours per week

CLOSING DATE September 26, 2022 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
Email: jhackman@vdacl.ca

We thank all those who apply but only those interviewed will be contacted. VDACL will adhere to Article 24.3 Appointment Policy of the Community Living Services Collective Agreement. Determining factors will be seniority, ability, performance, and relevant qualifications all of which will be assigned an equal weighting of 25%.



VERNON AND DISTRICT ASSOCIATION FOR COMMUNITY LIVING

Position Title: Accounting Clerk	Program: Administration
Position Reports to: Director of Finance	Position Classification: Bookkeeper
	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. Performs bookkeeping duties such as coding, recording, posting and processing day-to-day transactions. Processes one or more of accounts receivable, accounts payable and payroll. Maintains and updates accounting records.

Reports to: Director of Finance

Key Duties and Responsibilities:

1. Codes source documents such as invoices and receipts to the appropriate 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. Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices.
4. Maintains bank account records; reconciles bank accounts and performs bank deposits
5. Responds to inquiries and requests regarding accounts payable, accounts receivable and other bookkeeping duties. Follows up to resolve errors and discrepancies in accordance with established procedures.
6. Assists the Director of Finance in the preparation for audit and the production of financial statements, budgets and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
7. 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 or administrative assistance
- Two (2) years recent related experience or an equivalent combination of education, training and experience

Job Skills:

1. Good written and verbal communication skills. Must be competent on computers and be proficient with Microsoft Office.
2. Knowledge of Generally Accepted Accounting Principles (GAAP)
3. Demonstrated ability to teach and work effectively with others in both a group and one to one setting
4. Knowledge of budgeting, cost estimates and fiscal principles and procedures.
5. Good interpersonal communication skills
6. Ability to organize, prioritize, schedule work assignments under deadlines and work independently.

Additional Information:

This position may be required to work outside normal working hours, depending on Association needs. Work is performed in a typical office environment.