



“An Equal Opportunity Employer”  
**JOB POSTING**

Issued: March 8, 2017

**POSTING No: 17-08**

Applications are invited for: **Finance Department**, 15306 24<sup>th</sup> Avenue, Surrey, BC

**Classification:** **Permanent Part Time Finance Assistant (21 hrs)**

**Hours:** **Three days per week; 7 hours per day**  
(hours may occasionally change for vacation coverage and based on the department needs)

**Start Date:** To be determined

For more information, contact: *Ellen Powell – Director of Finance*

**JOB DESCRIPTION:** As per *Finance Assistant-AR/AP* Job Description

**SPECIFICATIONS REQUIRED:**

- At least the 2nd level of a recognized accounting program or an equivalent combination of education and experience;
- Minimum 2 years previous experience in bookkeeping/accounting, specifically dealing with AR & AP;
- Good knowledge of Sage ERP/300 and excel
- Familiarity with word processing and other software;
- Familiarity with the operation and maintenance of general office equipment;
- Good typing and adding machine skills;
- Demonstrated written and verbal communication skills;
- Ability to work independently while functioning as part of a team;
- Excellent interpersonal communication skills;
- Class 5 Driver's License and occasional use of own vehicle;
- A strong desire to function as part of the staff team of SHS

**WAGE RATE:** Based on education and experience.

**PROCEDURE:**

Send an **updated resume and a letter stating why you feel you would be the appropriate candidate for this position to recruit@shsbc.ca**

This position open to both male and female applicants and is an excluded position.