



“An Equal Opportunity Employer”
EXTERNAL JOB POSTING

Issued: July 31, 2018

Applications are invited for: **Finance Department**, 15306 24th Avenue, Surrey, BC

Classification: **Full Time Finance Assistant (37.5 hrs)**

Hours: **Monday to Friday 7.5 hours per day**
(hours may occasionally change for vacation coverage and based on the department needs)

Reporting to *Director of Finance*

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

To insure the accurate, timely and effective operation of the Finance Department in the area of the Accounts Receivable and Accounts Payable functions of SHS, to provide backup support for other finance positions, including the Director of Finance.

- Perform payable and receivable functions on a regular basis according to a schedule as approved by the Director of Finance
- Produce payments to suppliers, employees and contractors in a timely manner in order to meet supplier due dates, contractual obligations and statutory requirements
 - Process receivables in a timely manner either for the 1st of the month and/or as per contractual agreement
 - Monitor compliance with society financial policies and procedures as they relate to revenue collection and expense payments

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:

Email resume to recruit@shsbc.ca