

**Internal/External Job Posting**

#03202019

Job Title:

Bookkeeper / Administrative Assistant 3

Grid Level:Grid 10 – Refer to BCGEU Community Social Services
Component 3**Hours:**Regular Part-Time position - 18 hours per week
Shifts beginning at 8am, weekdays to be negotiated
To operate from any and all of PCFSA'S locations but usually
located at #200 – 324 Goldstream Avenue.**Anticipated Start Date:**May 01, 2019. The initial 3 month period is a probationary
period.**Posting date:** March 20, 2019**Closing date:** April 12, 2019

Applications accepted via email only. Please email your cover letter and résumé to: finance@pcfsa.org with reference in the subject line "Application-Bookkeeper/Admin Assistant-03202019".

This position is open to applicants of all genders and does require union membership.

Additional Information about PCFSA:

As this is a family-serving agency, all staff are required to maintain appropriate standards, including adopting a code of ethics and standards of confidentiality.

Use of own vehicle may at times be expected during the course of duties. It is the responsibility of the employee to have a valid driver's license and to maintain insurance at a level of \$3,000,000 coverage. Mileage will be reimbursed as per PCFSA's policies and procedures.

The first 3-months of employment constitute a probationary period, at the end of which a performance appraisal is conducted to determine the suitability for further employment.

This position may involve work in stressful circumstance, occasionally dealing with telephone calls or walk-in youth and families in crisis situations. The ability to function independently and frequently under pressure, including managing emergencies is an on-going expectation of this position.

These administrative tasks have direct impact on administrative service productivity of other employees and may affect aspects of program delivery.

JOB DESCRIPTION: Bookkeeper/ Administrative Assistant 3
CLASSIFICATION: Integrated Bookkeeper and Administrative Assistant 3
Grid Level 10

JOB SUMMARY: This job description is subject to the finalization of the Job Evaluation process.

The Bookkeeper/Administrative Assistant 3 is directly responsible to the Finance and HR Director. The Bookkeeper will perform bookkeeping duties such as coding, recording, posting and processing day-to-day transactions. Processes accounts receivable, accounts payable and bi-weekly payroll with minimal supervision.

The Admin Assistant 3 will provide a variety of administrative and clerical assistance in an office; prepares correspondence, reports and other documents; maintains a variety of financial and other records, files and related filing systems.

BOOKKEEPER KEY DUTIES AND RESPONSIBILITIES:

1. Checks source documents for accuracy and completeness. Codes to the appropriate accounts.
2. Maintains and updates accounting records by recording and posting for A/P, A/R and bi-weekly payroll.
3. Prepares and issues A/R invoices and follows up on late accounts in accordance with established procedures. Pays approved A/P invoices.
4. Prepares various accounting summaries and reports. Compiles, maintains and produces statistics and reports of such records as seniority lists, vacation entitlement, and sick leave.
5. Reconciles general ledger discrepancies in accordance with established accounting procedures.
6. Assists in the preparation for audit and the production of financial statements, budgets and other financial reports by providing related documentation, and preparing various accounting summaries and reports.
7. Prepares and delivers the weekly cash and cheque deposit to the bank.
8. Performs other related bookkeeping and payroll tasks as assigned.

ADMIN ASSISTANT KEY DUTIES AND RESPONSIBILITIES:

1. Screens and prioritizes incoming correspondence and other materials for staff members.
2. Maintains a variety of financial records such as purchase orders and cheque requisitions.
3. Collects, researches, organizes and summarizes data from a variety of sources and produces reports; keeps supervisor informed of problem areas or emerging trends and briefs them on any issues, concerns, matters and meetings.
4. Maintains client and program information using spreadsheet and/or database software.
5. Produces ad hoc reports from databases as required by managers by identifying and organizing the required information, compiling data, designing format, and printing reports.
6. Responds to outside inquiries about services offered by the organization.
7. Communicates with other community service agencies and/or ministries regarding client enrolment in and attendance at programs.

8. Provides word processing, data input and typing support such as correspondence, meeting minutes, forms and client information; drafts routine correspondence such as thank you letters, client appointment letters and internal memoranda.
9. Assists in coordinating and completion of projects
10. Arranges meetings, schedules appointments; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
11. Performs other related duties as required.

QUALIFICATIONS:

- This position requires Grade 12, plus completion of a 2-year certificate program in areas such as business, accounting, bookkeeping, payroll or office administration, or an equivalent combination of education, training and experience.
- Three (3) years recent related experience in A/R, A/P and payroll.
- Proficient in Simply Accounting software, and advanced levels in Microsoft Excel, Word, and Outlook.
- A Class 5 Driver's License.
- Strong written and verbal skills are required.
- First-Aid certification is preferred.
- Must provide a criminal records check that verifies they are able to work in this field, prior to commencement of employment.

SKILLS:

- Ability to focus on financial documents where the need for precision is high; required to adapt to a variety of related office processes
- Assesses administrative support requirements and approach tasks using accepted techniques to implement administrative procedures
- Maintaining department standards and procedures
- Participates with other employees in organizing and communicating work assignments
- Can work under time pressure and tight deadlines
- Ability to re-prioritize based on changing daily needs of the management team and staff