



Box 20193, RPO Towne Centre
Kelowna, BC V1Y 9H2
Administration: 778-478-7774
24-hour Line: 250-763-1040
kelownawomensshelter.ca

Accounting Clerk

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter since 1980, provides a range of services and programs, with a focus on the prevention of intimate partner violence and support services for women and children, during and following an abuse crisis.

Our non-profit organization is growing, and we are seeking an innovative, enthusiastic, Accounting Clerk to grow with us!

Reporting to the Financial Controller, this position will be responsible for:

Duties and Responsibilities

Checks source documents such as invoices and expense claim forms for accuracy and completeness.

Performs basic calculations from source documents such as total amount owed to vendors from invoices.

Assists with reconciling benefits and payroll accounts.

Assists with preparation of budget and financial statements.

Inputs data from source documents into computerized accounting systems or spreadsheets.

Files documents such as invoices, cheque requisitions and bills; maintains the filing system in accordance with established guidelines.

Scanning, filing, entering, and processing payments for benefits.

Prepares payments for signing. Compares payments to source documents to ensure accuracy. Records payments to staff and vendors and forwards remittance information.

Prints pre-defined reports from computerized accounting systems or spreadsheets.

Processes petty cash transactions.

Prepares and deposits cash receipts; maintains records.

Performs other related office and accounting duties as required

Qualifications

- Completion of grade 12; post-secondary course work in accounting required; an accounting certificate preferred.
- Minimum of one-year recent experience in related field.

Skills and Abilities

- Knowledge of relevant computer software programs such as Microsoft Office Word, Excel, Sage accounting software, ComVida and eTapestry.
- Excellent organizational, time management and multi-tasking abilities.
- Excellent written and verbal communication skills with an aptitude for dealing effectively with people at all organizational levels.
- Ability to actively support a healthy organizational culture, teamwork, and collaboration.

This is a part-time position, 22.5 hours per week, and offers a competitive salary and benefits package.

If you are interested in applying for this position, please email your resume and cover letter to the careers@kelownawomensshelter.ca. This posting will remain open until the right candidate is found.

We thank all those who express interest in this opportunity, however, only those short-listed will be contacted.