



Accounting Technician

Part-time position - 20 hours per week with potential for additional hours based in Squamish.

The Accounting Technician performs a variety of financial duties in support of the Society's accounting function. Processes accounts receivable and accounts payable. Includes such duties as coding, recording, posting, and processing day-to-day transactions. Maintains and updates accounting records.

Applicants should have:

- Grade 12, plus related post-secondary courses of up to two (2) years in areas such as bookkeeping, payroll or office procedures.
- Two years (2) recent related experience.
- Or an equivalent combination of education, training and experience.

We're looking for candidates who have:

- Good oral, written and interpersonal communication skills.
- Strong organizational and time management skills.
- Strong attention to detail.
- Demonstrated flexibility.
- Proficiency in Microsoft Excel and experience using accounting software would be an asset.

Starting wage as per BCGEU Collective Agreement is \$18.15 per hour

Apply today

jobs@sscs.ca