



Accounting Technician

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

Sea to Sky Community Services (SSCS) is one of the largest non-profit organizations in the Sea to Sky Corridor, operating for over 42 years. We provide more than 40 programs that are building healthier communities in pursuit of our vision, for all individuals in the Sea to Sky Corridor to have opportunities to grow, develop and lead meaningful lives.

The Accounting Technician performs a variety of financial duties in support of the Society's accounting function. This position includes processing accounts payable and childcare billing, as well as 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.
- Demonstrates flexibility.
- Proficiency in Microsoft Excel.
- Experience using accounting software would be an asset.

Starting wage as per BCGEU Collective Agreement is \$21.63 per hour
Eligible for extended health benefits after 3 months

If you think this would be a fit for you, apply today by emailing your resume to:
jobs@sscs.ca and quote Job # 21093

Responses will be made to those who are interviewed only.