



JOB OPPORTUNITY

Reception/Administration/Accounts Payable Clerk – Term Full-Time (35 hours/week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and child care. BCACCS undertakes research, develops training and resources, and provides services and leadership to support Indigenous communities in creating high quality, culturally respectful, spiritually enriching community child care services that are based in the child's culture, language and history.

We are currently seeking a qualified candidate for the position of Reception/Administration/Accounts Payable Clerk for an initial period of 12 months with the possibility of extension. The Reception/Administration/Accounts Payable Clerk is a core position and ensures the effective and efficient operations of the BCACCS office by providing a variety of reception, administrative, financial, and event/project support to all staff members.

Principal Duties:

Reception

1. Answer and direct phone calls and in-person inquiries
2. Respond to and distribute email, sales orders, and other correspondence
3. Attend to daily office tasks such as mailing and courier needs

Administration

4. Organize and maintain files and documents
5. Maintain office equipment and supplies inventory
6. Schedule meetings and maintain staff calendars
7. Make travel, venue, and catering arrangements
8. Resolve routine technical problems related to equipment and technology
9. Maintain accurate spreadsheets, contact database, and other records
10. Support event organization/registration processes
11. Take and prepare minutes and agendas for meetings
12. Develop and update office policies and procedures to make them more efficient

Accounts Payable

13. Maintain payroll records and support bi-monthly payroll process
14. Track and record vendor invoices, bank deposits, PayPal transactions, and monthly petty cash
15. Perform reconciling of financial transactions at month and year-end and other related duties that support the accounting process
16. Perform other related duties as assigned

Qualifications:

- Minimum of three (3) to five (5) years of experience in office administration
- Demonstrated ability in records and financial accounts management
- Intermediate computer literacy and proficiency with Microsoft Office suite and 365
- Knowledge of payroll and employee benefits processes
- Familiarity with Sage accounting software is an asset
- Knowledge of/experience in Indigenous organizations, non-profit, and/or the early childhood field is an asset

Skills:

- Detail oriented, thorough, with excellent written and verbal communication skills
- Personable and positive attitude
- Work well independently as well as part of a team
- Excellent in-person and phone manner
- Excellent organizational, planning, analytical and problem-solving skills
- Excellent time management skills with ability to multi-task and prioritize work
- Ability to learn and adapt to a variety of software and technical equipment
- Willingness to take direction and ability to take initiative

To be eligible, applicants must:

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Conditions:

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

Salary: \$23/hour, based on a 35-hour work week.

Closing Date: 11:59 pm on Sunday, September 22, 2019

Duration: Position to start ASAP for a period of 12 months with the possibility to extend.

Please submit a cover letter and 3 references, along with a complete resume via mail, fax, or e-mail to:

Attention: Executive Director
BC Aboriginal Child Care Society
Suite 102-100 Park Royal South
West Vancouver, BC V7T 1A2
Fax: 604-913-9129 E-mail: reception@acc-society.bc.ca

We thank all those who apply. Only those candidates selected for an interview will be contacted.