



JOB POSTING FOR PART-TIME BOOKKEEPER

The Bookkeeper is proficient in English and any other languages that VLMFSS currently serves. She will assist the Accountant in preparing monthly financial reports.

Qualifications:

- Associate degree or certificate in accounting
- Working knowledge of ACCPAC and ADP accounting software
- Demonstrated ability to be detail-oriented
- Knowledge of accounting policies and procedures
- Ability to maintain an orderly accounting system and documents
- Ability to prepare budget and variance reports
- Ability to work cooperatively and respectfully with diverse professionals from educational, legal and other members of the community
- Minimum of 6-month work experience
- Work independently and as member of a team
- Ability to problem solve and effectively manage time
- Proficient in using office equipment and software applications
- Proficiency in English
- Proficiency other languages preferred

Requirement: Satisfactory Criminal Record Check

Location: VLMFSS, Burnaby, BC

Hours of Work: 7 hours/week for approximately 6 months (Aug 1, 2019-Jan. 31,2020)

Salary: \$18.47 - \$21.51/hour

Closing Date: Position will be open until filled

Please reply in writing with a resume and cover letter to:
Lakshmi, Executive Assistant: lakshmi@vlmfss.ca