

Internal/External Posting

Position Title: Bookkeeper	Agency: Prince George & District Elizabeth Fry Society
Department: Finance/Accounting - Program Manager – Kelsey Berlinger	Employee Group: BCGEU- this position requires union membership
Current Location: 1575 Fifth Ave. Prince George, BC	Salary Range Steps: GRID 10 \$25.95- \$29.76 (Collective Agreement)
Current Hours per week: 35 hours	Position Status: <i>Temporary</i>
Current Shift Schedule: Usually Mon - Fri – 7 hrs per day between 8:30 am – 4:30 pm	Anticipated Start Date: Immediately

NATURE OF POSITION:

The Prince George and District Elizabeth Fry Society has an administrative/bookkeeping position available for a compassionate, kind and vibrant individual who is interested in working as the first point of contact that represents our agency with a diverse group of persons served.

We are an intersectional feminist agency that provides advocacy and supports to vulnerable community members.

This interesting and dynamic position requires someone with strong interpersonal communications skills, as well as strong accounting and administrative skills. If you believe you have this unique combination of assets, please continue to read this job posting!

This position is in Prince George at our main office at 1575 Fifth Ave. The Bookkeeper is responsible to assist with the day to day accounting functions of the organization including payroll and benefit administration, accounts payable, accounts receivable, and reports. The Bookkeeper must have strong ability to maintain confidentiality and demonstrate a high degree of professionalism.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

Grade 12, plus related post-secondary courses in office and accounting procedures is required. Minimum of two years of recently related experience or equivalent combination of education, training and business experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Requires knowledge in the areas of accounting practices
- Exceptional communication skills, both oral and written.
- Strong ability to compile statistics and records management data, policies and procedures, faced with multiple demands with time pressures to finish specific job tasks.
- Superior attention to detail and tracking down answers. Excellent coordination and organizational skills.
- Strong ability to maintain confidentiality and demonstrate a high degree of professionalism.
- Excellent computer literacy including accounting software and excel.
- Excellent written and oral communication skills. Honesty and integrity

To apply for this position please submit your resume and cover letter to the address below by noon on closing day.

Reply to: Kelsey Berlinger
1575, 5th Avenue,
Prince George, BC V2L 3L9
Fax: 250-563-8765 Email: kelsey@pgefry.bc.ca

Date Posted: October 18, 2024

Closing Date: November 1, 2024, noon

Each applicant is responsible for ensuring that the Society receives his/her application by noon on the closing date. Any application received past this time will be considered late. Candidacy of late applicants will be considered in conjunction with external applications or with any applicable provisions of the collective agreement