

Are you looking for an opportunity to showcase your existing accounting talent with a growing team?

The Chilliwack Society for Community Living (CSCL) (www.cscl.org) is inviting applications from qualified candidates to fill the full-time position of Accounts Payable Administrator. CSCL is committed to building a diverse workforce and a friendly welcoming environment. CSCL values caring and dedicated employees. If this describes you, we welcome your application for this job opportunity.

Reporting to the Junior Accountant, the successful candidate will be responsible for preparation, distribution, and accuracy of weekly and monthly payments for CSCL. Duties include ensuring compliance with all Federal and Provincial legislation as well as CSCL policy and procedure; oversight of credit card and other purchasing programs; preparation of GST returns; preparing reports and updates; preparing accounting entries for costing or other adjustment; reconciliation of balance sheet and income statement accounts; maintenance of vendor files; and providing support to administrative and management personnel.

The ideal candidate will:

- Have 3 years prior hands on accounts payable experience, or an equivalent combination of training and experience;
- Have basic accounting knowledge (CGA or other university/college-level accounting courses);
- Have experience with the Sage software program;
- Have working knowledge of MS Office;
- Be able to comply with policy and procedure, understand principles of internal control and be able to apply these as duties are performed;
- Be able to comply with privacy legislation, maintain confidentiality and to use judgment and discretion in handling a large volume of financial information;
- Be detail-oriented, accurate, organized, flexible and a self-starter, with a strong work ethic;
- Have a friendly, positive attitude and respond to accounts payable and accounting queries, communicate effectively with all levels of employees, and liaise with various departments.

If you are an individual who likes a varied workload, and a busy, fast paced environment, please submit your detailed resume along with a cover letter, quoting Accounts Payable Administrator, to the attention of Human Resources:

- by mail to: 9353 Mary St, Chilliwack, BC, V2P 4G9
- by fax to: 604-792-7962, or
- by email to: human.resources@cscl.org

This position is excluded from the bargaining unit and compensation will be commensurate upon experience. A comprehensive benefit plan is offered.

We thank all applicants for their interest but regret that we can only respond to applicants chosen for interview.