



JOB POSTING

Job Title: Temporary Bookkeeper / Receptionist

Reports to: Director - Finance & Administration

Job Summary:

This moderately complex bookkeeper and receptionist work requires exercise in good judgment, a professional demeanor and frequent independence of action. The incumbent will be under the supervision of the Director of Finance & Administration and supporting the Executive Team, responsible for reception, bookkeeping, and record keeping duties for the organization.

Qualifications, Education, Training and Experience:

- Bookkeeping experience is mandatory. Only suitable applicants will be contacted.
- The successful candidate will have *excellent* bookkeeping skills, this is an essential qualification. Experience using Sage 50 Accounting software (formerly known as Simply Accounting) is preferable.
- Advanced proficiency in the use of computer program applications such as: Microsoft Word, Publisher, Windows, Excel, PowerPoint, Adobe, Outlook and email etc.
- Cultural sensitivity and knowledge about the needs and issues of clients with a strong ability to communicate with clients from all cultures, backgrounds and abilities
- Excellent interpersonal, collaboration and problem solving skills.
- Demonstrated commitment to teamwork approach.

Occupational Competencies:

- Able to deal professionally, pleasantly and tactfully with clients and the public, sometimes under stressful conditions.
- Able to follow instructions accurately and work independently, completing tasks in an accurate and timely manner.
- Able to receive and record information correctly and accurately.
- Dependable, mature approach in dealing with others.
- Understanding of and appropriate action with respect to confidentiality of information.
- Thorough knowledge of Community Connections programs.
- Excellent English oral and written skills are a must.
- Exemplary organizational, clerical and documentation skills, capable of handling multiple tasks and projects within a specific time frame.
- Proficiency in the use of office equipment, such as fax machine, photo copier, audio/visual equipment.
- Ability to work flexibly within a dynamic and highly evolving environment.
- Ability to work occasional flexible hours, including occasional evening work.

Closing Date: April 6th, 2018

Wage: To be advised

Hours: To be discussed

Tentative Start Date: April 16th



COMMUNITY CONNECTIONS (REVELSTOKE) SOCIETY
www.community-connections.ca

Applications must include a current resume with a cover letter stating your qualifications and education for the Posted Position to:

Jake Sloots, Human Resources Specialist
Community Connections (Revelstoke) Society
Box 2280, Revelstoke, B.C. VOE 2S0
Email: jsloots@community-connections.ca

Thank you for your interest and application; only short listed candidates will be contacted.

Community Connections is a CARF accredited organization

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