



BROADMEAD

Care Society

*Excellence in Care for
Veterans and Seniors*

**Accounts Clerk
Clerk R9
OUT OF SERVICE**

Position:

Accounts Clerk
(Regular, part-time - .60 FTE)

Salary:

\$19.6004 - \$22.1767
(hourly)

Closing Date:

October 17, 2008

Competition Number:

BR2008:44345

Location:

Victoria

DUTIES:

Under the supervision of the Finance Supervisor, the Accounts Clerk is responsible for a variety of tasks covering the financial activity for The Lodge. Primary duties include the processing of payment transactions and maintenance of accounts receivable using PointClickCare software. Other activities include receipting and depositing all cash and cheques; reconciling and preparing daily cash floats; and maintaining and reconciling the petty cash fund.

QUALIFICATIONS:

- A combination of 2 years clerical experience, education or training including one year in accounting or bookkeeping.
- Experience/training in the use of standard accounting software such as MS Excel, AccPac, Simply Accounting, etc.
- Basic knowledge of Generally Accepted Accounting Principles (GAAP) and standard techniques as they relate to expenditure control, revenue, collections, financial control and financial reporting.
- Working knowledge of MS Office, including Word, Excel and Outlook.
- Working knowledge of routine office practices and procedures.
- Communicate, both orally and in writing, by providing and obtaining information, effectively, clearly, correctly, concisely, completely, logically in a timely manner, at a level and in a format consistent with the audience while maintaining confidentiality.
- Establish and maintain effective working relationships with a variety of individuals or groups to complete assigned duties and tasks.
- Organize one's own workload effectively, efficiently and independently, achieving results within acceptable timeframes taking into consideration changing priorities, deadlines and volume,
- Analyse, track, verify and reconcile cash transactions and financial records/reports accurately and in accordance with established policy and procedures while maintaining confidentiality.
- Compute accurately a variety of mathematical calculations such as addition, subtraction, multiplication, division and percentages.

NOTE:

Schedule to be negotiated with successful applicant.

Submit your application, *quoting the competition number*, to The Human Resource Services, The Lodge at Broadmead, 4579 Chatterton Way, Victoria, BC, V8X 4Y7 (Fax: 658-0948) no later than the closing date. For further information, call 658-3210.