



Accounts Clerk

Regular Full Time

operating Veterans Memorial Lodge,
Veterans Health Centre, Nigel Program,
Beckley Farm Lodge and Rest Haven Lodge

Competition #2021-91

Hourly Wage: \$23.81-\$26.37 per hour
Location: Veterans Memorial Lodge -- Saanich
Position # / Schedule: 88758 – Mon-Fri (35 hours per week)
Status: Regular Full Time; 1.00 FTE
Competition #: 2021-91
Closing Date: July 29, 2021

**** Broadmead Care will accommodate up to 1.3 FTE for multi-site employees ****

As the **Accounts Clerk**, you will report to the Finance Supervisor, and provide a wide variety of financial and accounts processing services including accounts payable and accounts receivable review and data entry, supplier and resident setup, cheque production, cash management, contract management and maintaining supplier files.

DUTIES:

- Auditing a wide variety of invoices and financial transactions to ensure correct calculations and account coding, appropriate budgetary authority and required supporting documentation is provided;
- Data entry of financial transactions with speed and accuracy;
- Dealing directly with a wide variety of clients and contacts to exchange information and resolve related problems;
- Set up and maintenance of supplier master files in the financial system;
- Managing and reconciling petty cash and daily receipts;
- Maintenance and filing of supplier documentation/files; and
- Production & distribution of payments.
- Prepare invoices for the resident per diem amounts to outside agencies such as VAC, Social Services, etc.
- Completes the month end closing procedures.
- Establishes and maintains files for accounts receivable supporting documents as required.
- Maintains a subsidiary ledger for accounts receivable in PointClickCare by setting up accounts for each client and updating as appropriate.
- Ensuring that “preauthorized debits” are established for each account and the monthly electronic funds transfer is processed.
- Other related duties as required.

QUALIFICATIONS:

- Successful completion of Grade 12 required; completion of the 1st year in a business or accounting program (college) preferred;
- Proven clerical experience with a minimum of 3 years working in a bookkeeping/accounting environment performing accounts payable and receivable functions, reconciliations, and working with general ledgers and cash;
- Knowledge of, and experience using, accounting programs, spreadsheets, databases, and word-processing programs (MS Excel and MS Word preferred);
- Basic knowledge of Generally Accepted Accounting Principles (GAAP) and standard techniques as they relate to expenditure control, revenue, collections and financial reporting;
- Experience managing cash including receipting, disbursement and reconciliation/balancing;
- Proven ability to pay attention to detail and good organizational skills;
- Proven research ability/skills;
- Experience working independently (under limited supervision) and capable of managing heavy workloads, often within tight time frames;
- Excellent interpersonal skills and experience dealing with a wide variety of clients; and
- Excellent communication skills, both written and verbal.
- Equivalent combination of related experience and education will be considered.

NOTES:

- **INTERNAL EMPLOYEES OF BCS – Submit your resume & cover letter by email to: employment@broadmeadcare.com – Email must include your employee number**
- For questions related to the position, please contact Sue Myra, Finance Supervisor at 250-658-3211
- **Subject line in email should read: 2021-91 Accounts Clerks RFT VML**
- Submit your resume with cover letter by email to: employment@broadmeadcare.com

You can also express your interest in this opportunity at “Work With Us” through our website:
www.broadmeadcare.com