



Accounting Clerk

16% of the Canadian population has a disability. In British Columbia and the Yukon, approximately 750,000 adults and 26,000 children have a disability that limits their independence and quality of life.

Help make a difference in the lives of children and young adults with disabilities at Easter Seals BC/Yukon. Since 1952, Easter Seals BC/Yukon has offered programs and services to children with disabilities and their families. Building on decades of experience, Easter Seals BC/Yukon is a trusted charity and established leader in the support of the disabled community. In BC and the Yukon, children and families are supported and inspired through programs and services delivered at Easter Seals Camp Winfield, Easter Seals Camp Shawnigan, and Easter Seals House in Vancouver.

Role

The role involves hands-on experience in major accounting cycles and supports the Director of Finance with capital and operational budgeting. This is ideal for an accounting student who is keen to gain experience in internal controls, forecasting and analysis. In this role, reporting to Director of Finance and Accountant, you will be responsible for:

Accounting and Budgeting Support:

- Process and ensure compliance for hourly payroll.
- Update operating and capital budgeting schedules.
- Analyze financial operating results and report on significant variances to Departments.

Qualifications

- Some post-secondary education in an Accounting (must have completed an Auditing Course)
- Strong computer skills, including intermediate excel skills
- Experience with Sage300 is considered an asset
- Strong written and verbal communications skills
- Organized with strong attention to detail
- Able to work independently and within a team
- Must be eligible for the Canada Summer Jobs Grant funding

Benefits

- Gain valuable experience in designing internal controls
- Develop skills and learn best practices in procedure/process documentation
- Develop team and administrative skills
- Join an enthusiastic team who share a passion for helping others

Commitment

A 2-month position with full-time office hours. Starting June 3rd, 2019 and ending July 26th, 2019.

Apply

Interested in this role? Send a resume and letter summarizing your qualifications and interest in this role to Tamara Isaak, tisaak@eastersealsbcy.ca.