



Tansi Friendship Centre

Employment Opportunity

PART TIME: Finance Clerk

Tansi Friendship Centre is currently seeking a Finance Clerk to provide financial and clerical services in order to ensure effective, efficient and accurate financial operations at Tansi. The applicant should be a flexible individual that is willing to perform a variety of tasks: duties may range from backroom calculations to front desk customer service.

Under the direction of Finance Manager, the Finance Clerk is responsible for:

Knowledge and Abilities:

- Knowledge with SAGE 50
- Certificate in Business Administration, Finance, or a related field.
- 2-3 years in Finance industry.
- Experience with budgets, accounting, and reporting systems.
- Proficient computer skills in MS Office.
- Strong time management skills

Key Duties:

- Planning and monitoring the financial operations for individual programs
- Processing AP/AR
- Preparation budget and financial forecasts
- Processing payroll
- Year –end audit processes
- Ability to work well in a team setting
- A Valid Driver’s license
- Criminal record check is required

Please submit resume along with work references to:

Hiring Committee

Box 418

Chetwynd BC VOC 1J0

Email: executivedirector@tansifcs.com

Closing Date: Until Position is filled.