



BC Association of Aboriginal Friendship Centres Employment Opportunity

Accounting Assistant

Full-Time Permanent / 35hr work week / based in Victoria, BC

Background

The BC Association of Friendship Centres in Victoria, BC is seeking an accounting assistant to the Financial Controller. This position will suit someone who will take on a variety of challenges and opportunities and play an integral role in the continued growth and expansion of the organization.

Reporting to the BCAAFC Controller and senior management team, the successful candidate will be an experienced financial administrator who is responsible for carrying out a full range of day-to-day financial activities including: accounts payable, accounts receivable, employee benefits and general administration.

He / She will also possess the following qualifications:

- Accounting certificate from a recognized college program and/or working towards an accounting designation (CPA) or (CAFM), complimented by a minimum of three (3) years finance department or an equivalent combination of demonstrated ability and education;
- Advanced proficiency with Simply Accounting, Excel, Word, InfoPath, Access and SharePoint;
- Excellent communication and interpersonal skills combined with the ability to work effectively in a team environment;
- Strong organizational and administrative skills as well as experience managing multiple tasks and time sensitive deadlines;
- Upon hiring, be able to provide a clear, current criminal record check including vulnerable sector check; and
- Also considered an asset to this position:
 - Experience working with Indigenous community and service organizations, and
 - A valid driver's license.

A competitive compensation package with benefits is available with position. If you are interested in this exciting career opportunity, please provide your resume and cover letter in complete confidence by:

Submission Deadline – Friday, September 8, 2017 at 5:00pm PST

Please email your cover letter and resume, along with three (3) references to:

Leslie Varley, Executive Director, lvarley@bcaafc.com or by fax (250) 388-5502.

If you have any questions please phone: 250-388-5522 or contact the above by email.

Only those candidates invited for an interview will be contacted.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry. Please self-identify.