



Volunteer Title: Accounting Support

Job Summary: Volunteer will primarily be responsible for assisting and supporting the **PICS Accounting Team.**

Work Tasks and Responsibilities:

- Accounts Payable:
 - Review Accounting Spreadsheets
 - Review Invoices regularly
 - Write and mail cheques regularly
- Perform other related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Review old files as required
- Contribute to team efforts by accomplishing related results as needed
- Perform other accounting related duties as directed by accounting staff

Accounting Skills and Abilities Required:

- Analytical Skills
- Bookkeeping Skills
- Accuracy Skills
- Verbal Communication Skills
- Ability to work on Excel and Word
- Listening Skills
- Team work Skills
- Ability to work under pressure
- Professionalism
- Open Minded, Flexible and Adaptable to Contribute
- Can Do Attitude

Please send covering letter resume to Volunteer@pics.bc.ca