



SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

Job Title: Accounts Assistant
Location: Surrey Head Office
Position: Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019
Wage: \$12.65 to 13.85 per hour; Full-time 35 hours a week
Conditions: Must be able to work full-time from April 23, 2019 to September 01, 2019

Job Summary: To perform various accounting duties in addition to administrative tasks.

Work Tasks and Responsibilities

- Accounts payable duties such as: receive and process invoices, expense forms and requests for payment.
- Prepare cheques for payment.
- Assist in budget preparations.
- Assist in reporting, compiling information for annual audit.
- Prepare donation receipts.
- Perform administrative tasks such as: filing, photocopying, and shredding documents.
- Ensure all mail is sent daily.

Skills and Abilities

- Ability to learn and adapt quickly
- Attention to detail
- Communication skills
- Ability to work independently and in a team

Level of Education and Experience

Enrolled in or interested in enrolling in a business or administrative studies program. Experience in or interested in gaining experience in community social services / non-profit sector.

ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

How to Apply: Please submit a resume and cover letter to PICS HR Department at career@pics.bc.ca
Please include the job title in the email subject.

(We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)