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JOB POSTING

Issued: November 8, 2017

POSTING No: 17-36

Applications are invited for: **Finance Department**, 15306 24th Avenue, Surrey, BC

Classification: **Temporary Full Time Finance Assistant (37.5 hrs)**

Hours: **Monday to Friday 8:30 to 4:30**
(hours may occasionally change for vacation coverage and based on the department needs)

Start Date: To be determined

For more information, contact: *Ellen Powell – Director of Finance*

JOB DESCRIPTION: As per *Finance Assistant-AR/AP* Job Description

SPECIFICATIONS REQUIRED:

- At least the 2nd level of a recognized accounting program or an equivalent combination of education and experience;
- Minimum 2 years previous experience in bookkeeping/accounting, specifically dealing with AR & AP;
- Good knowledge of Sage ERP/300 and excel
- Familiarity with word processing and other software;
- Familiarity with the operation and maintenance of general office equipment;
- Good typing and adding machine skills;
- Demonstrated written and verbal communication skills;
- Ability to work independently while functioning as part of a team;
- Excellent interpersonal communication skills;
- Class 5 Driver's License and occasional use of own vehicle;
- A strong desire to function as part of the staff team of SHS

WAGE RATE: Based on education and experience.

PROCEDURE:

Send an **updated resume and a letter stating why you feel you would be the appropriate candidate for this position to recruit@shsbc.ca**

This position open to both male and female applicants and is an excluded position.