



VACANCY

Financial Clerk 1.0 FTE Job Code 2017-052

Position: Community Sector Part Time
Status: Paramedical Sector Full Time
Location: Vancouver Head Office

Number of positions: 1

Union: HSA – Community
Salary: Grid 4 - \$17.23

Job Summary:

Reporting to the Financial Administrator 1, the Financial Clerk 1 performs finance duties and support related to specific contracts. Duties will include billings and accounts payable, accounts receivables, entering data into relevant databases, posting to general ledger and updating records, verifying information and reconciling data.

Duties & Responsibilities:

1. Processes financial information such as billings, accounts payables and accounts receivables by performing duties such as entering data and updating records using a computerized system, calculate client billing & payment totals and verify information.
2. Identifies and investigates discrepancies and takes corrective action.
3. Verifies client payment related information and data, and reconciles data with financial reporting systems.
4. Maintains records, gathers and compiles information and documents such as data required for budget preparation and lists of overdue accounts and sends out reminders as directed.
5. Completes and processes relevant forms
6. Responds to general inquiries and refers more complex problems to supervisor.
7. Performs routine cash management duties such as receiving, recording, and issuing receipts for payments, balancing cash transactions, preparing and making bank deposits, reconciling bank statements, and maintaining and balancing petty cash accounts.
8. Performs administrative support duties such as sorting and distributing mail, filing, data entry, photocopying and answering telephones.
9. Performs other related duties are assigned.

Education, Training, and Experience

- Grade 12
- Completion or an introductory accounting course
- Recent, related experience of one year
- Or an equivalent combination of education, training, and experience.
- Or other Qualifications determined to be reasonable and relevant to the level of work.

Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related software and systems
- Ability to plan, organize and prioritize
- Ability to type 50 WPM
- Knowledge of Business English
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of practices and procedures related to accounts receivables, accounts payable, and payroll.

Hours of Work: 36 hours per week
Date Posted: August 11th, 2017
Competition Closing Date: August 18th, 2017
Starting Date: ASAP

**Email applications must include “Job Code 2017-052” in the subject line and submit
Resume to: humanresources@opendoorgroup.org**

**Thank you for your interest in joining the Open Door Group team.
Only short-listed candidates will be contacted.**