

<b>Position</b>	<b>:</b>	<b>Accounting Clerk A/P, A/R</b>	<b>Closing Date</b>	<b>:</b>	<b>Until filled</b>
<b>Type</b>	<b>:</b>	<b>Full-time (40 hours per week)</b>	<b>Location</b>	<b>:</b>	<b>New Westminster</b>
<b>Nature of Work:</b>		<b>AM/PM, Weekdays</b>	<b>Posting #1</b>	<b>:</b>	<b>4000-122019</b>
<b>Program</b>	<b>:</b>	<b>Finance</b>			

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We are a human rights and social services charitable not-for-profit agency for women, girls, and children affected by the justice system.

EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve.

## ROLE OVERVIEW

We are looking for a full time Accounting Clerk.

## KEY RESPONSIBILITIES

Reporting to the Director of Finance, the Accounting clerk will be responsible for performing a variety of accounting and bookkeeping functions. The successful candidate will be responsible for assisting with keeping the financial functions up-to-date, including timely and accurate accounting of full cycle accounts payable/receivable, preparing reports, and reconciling banks and other accounts, as well as other ad hoc duties. The ideal candidate should be familiar with all accounting procedures, have attention to details, work with minimal supervision, well organized and have great time management skills.

## EDUCATION & EXPERIENCE

- Minimum of 2 years of experience in a similar or progressive position
- Thorough knowledge of full cycle accounts payable/receivable and general accounting practices and procedures
- Ability to process a large volume of work and maintain high level of accuracy in preparing and entering information
- Demonstrated hands-on competency with accounting software, and MS Office, including MS Excel is a must

## SKILL & ABILITIES

- Well organized, ability to multi-task and prioritize deadlines
- Accuracy and attention to details
- Ability to problem solve independently and recommend resolutions
- Excellent verbal and written communication skills
- Team player and customer service oriented
- Excellent computer skills, including proficiency in Microsoft Excel and Word
- Ability to work in a fast paced environment and under pressure

Efry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com)

**Please note only short listed candidates will be contacted for interview. No phone calls please.**

