

PASS

3939 Eighth Ave.,
Port Alberni, BC, V9Y 4S2
250-723-6511 (ph)

PASS Job Posting External

Bookkeeper – Part-Time

This is a non-union position with the starting wage as per the current Collective Agreement. This position is open to both men and women. This is to fill a part-time position on the PASS administrative team.

Please email resumes and cover letters to weshewitt@portalbernishelter.com

Job Description

Job Title: Bookkeeper

Reports to: Executive Director and Senior Bookkeeper

Start Date: as soon as possible

The Port Alberni Shelter Society (PASS) requires a part time bookkeeper. Compensation will be commensurate with experience. Familiarity with Sage 50 Canada and payroll accounting package required. Must be consistently able to meet deadlines. The successful candidate will work remotely and be supervised by the current bookkeeper.

Duties/Responsibilities: You will be accountable to the Executive Director and the Senior Bookkeeper for your duties which include meeting payment deadlines for PASS, government, businesses, and other duties associated with the position.

Qualifications:

- Familiarity with Sage 50 Canada and payroll accounting package
- Able work well on your own to meet assigned deadlines
- Strong computer skills, proficient in Microsoft word, Microsoft excel, Sage 50 Canada and payroll Accounting package
- Current Criminal Records Check required

PASS thanks all applicants for their interest however only those selected for an interview will be contacted.