

EMPLOYMENT OPPORTUNITY

Finance and Accounting Job Posting

Posted Date: Nov. 6, 2024
Scheduling: Contract 16 hours per week

Closing Date: open until filled
Wage: \$40 per hour

Kackaamin Family Development Centre requires a Finance and Accounting Contract Employee to join our team. Kackaamin provides family treatment services for individuals of all ages with a focus on building healthy family attachment, trauma healing, and addictions recovery.

Responsibilities include working with our Administrator, Executive Director, Accountant and leadership team to assist with Finance and Accounting duties.

Key Responsibilities:

- Accounts payable and accounts receivable
- Payroll and benefits
- Month-end and year-end duties
- Provide accurate information to funders
- Prepare financial, statistical and accounting statements
- Support the leadership team with reporting and timely updates

Job Requirements:

- CPA Designation or Bachelor's Degree in Finance, Accounting or Business Administration
- 3 years+ sobriety/abstinence from alcohol, marijuana, and other illicit substances
- Experience and/or knowledge of working with Indigenous-led organizations and communities
- Excellent skills using Excel and other data - base accounting programs
- Organized and excellent communication skills
- Vulnerable Sector Check and Criminal Record Check clearance
- Openness to learn about and integrate Kackaamin practice philosophy and goals of care

Applicants will be screened according to suitability. Interested applicants please submit your resume with a cover letter along with your references to apply@kackaamin.org.

t 250-723-7789 www.kackaamin.org
f 250-723-5926 7830 Beaver creek rd
e apply@kackaamin.org Port Alberni, BC V9Y8N3