



## **Accounting/Administrative Assistant**

*Full-Time Position (37.5 hours/week)*

*6 month temporary term (with the possibility of an extension)*

### **About Kinsight**

Kinsight is driven by a vision of a society where: ***Everyone's Welcome. Everyone Belongs. Everywhere.***

Our staff work day to day to promote healthy development, inclusion and full participation for all people. We offer support services to families of children, youth and adults with developmental delays and disabilities in a number of different community settings across New Westminster, Coquitlam, Port Coquitlam, Port Moody, Anmore, Belcarra and beyond.

We are recruiting an Accounting/Administrative Assistant to help support our Finance Department.

### **About the Accounting/Administrative Assistant Role**

Supports the overall operation and maintenance of the Finance Department. A primary goal of this position is the on- going maintenance of the Accounts Payable and Accounts Receivable systems of Kinsight.

### **About the Successful Candidate**

You are a self-starter who takes great pride in your work. You enjoy supporting people to get what they need in a timely and precise fashion so that they can effectively do their work.

Your skills, experience and training includes:

- Completion of a 1 year or longer post-secondary program in business, office administration and/or accounting
- Experience using Accpac Accounting Software
- Three years of recent related experience in accounting
- Very high level of proficiency and comfort with computers, including Microsoft Excel and Microsoft Word
- Demonstrated practical experience in exercising independent judgement and initiative, setting priorities and managing time effectively
- Excellent interpersonal and communications skills (written and verbal)
- Demonstrated ability to learn new things
- Ability to maintain a high level of confidentiality
- Demonstrated practical experience in exercising independent judgement and initiative, setting priorities and managing time effectively
- Ability to work as an effective team member and maintain positive inter-departmental relations.

This is a full-time position (37.5 hours a week), which requires BCGEU union membership.

**Hourly rate of pay: \$18.15-\$21.14**

### **To Apply**

If your skills, experience and ambitions match our needs, please submit your resume and covering letter to [employment@kinsight.org](mailto:employment@kinsight.org) or 604 936 3013

We welcome applications from all qualified candidates. Only those selected for an interview will be contacted.