



## We Are Hiring

### Accounting Assistant (Accounts Payable & Accounts Receivable)

Full Time – 37.5 hours/week

Kinsight is a Non-Profit Organization that operates in the Tri-Cities and New Westminster. From infants to seniors, we serve over 2,000 families with children, youth and adults each year. Our work is guided by the people we serve and is tailored to enhance growth, development and personal well-being. We work with hundreds of community members and professionals to welcome and include all people, and foster vibrant and healthy communities. Our mission is to provide options and opportunities for people to have meaningful relationships and fulfilling lives.

**Pay:** \$20.52 - \$23.90/hour (effective April 1, 2020)

**Hours:** 37.5 hours/week (Monday to Friday)

**Locations:** Coquitlam

#### About the Accounting/Administrative Assistant Role

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

- Grade 12 plus a completion of a program of up to one year in, business, office administration, accounting or use of Accounting Computer Software applications
- Experience using Sage 100 or SAGE 300 software considered an asset.
- One to two years of recent related experience in accounting
- High level of proficiency and comfort with computers, including Microsoft Excel and Microsoft Word
- Demonstrated practical experience in setting priorities and managing time effectively
- Excellent interpersonal and communications skills (written and verbal)
- Demonstrated ability to learn new skills and software
- Ability to maintain a high level of confidentiality
- Ability to work as an effective team member and maintain positive inter-departmental relations.

#### Application for this position:

If your skills, experience and ambitions match the qualifications/requirements of this role, please submit your resume and covering letter to [employment@kinsight.org](mailto:employment@kinsight.org)

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