



Southern Stl'atlimx
Health Society

321 IR10 Road, Mount Currie, B.C. V0N 2K0
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JOB POSTING: BOOKKEEPER

Position Title: Bookkeeper

Location: Mount Currie, BC (Virtual or Hybrid negotiable)

Type: Full-time, Permanent

Salary: \$48,000 to \$52,000, plus benefits (Based on experience)

Benefits: SSHS offers a competitive benefits and employment package for full-time staff

Closing Date: August 31, 2023

About Us: SSHS is a non-profit Indigenous Health Organization dedicated to improving the health and well-being of Indigenous communities. Our organization provides culturally appropriate healthcare services, programs, and initiatives to support the holistic health of Indigenous individuals and families.

Position Overview: We are seeking a detail-oriented and experienced Bookkeeper to join our team. As the Bookkeeper, you will be responsible for helping manage the financial records and transactions of our organization, ensuring accuracy, compliance, and financial stability.

Key Responsibilities:

- Maintain accurate and up-to-date financial records, including accounts payable, accounts receivable, payroll, and general ledger.
- Process invoices, receipts, payments, and other financial transactions in a timely manner.
- Assist in preparing and reconciling financial statements, conducting audits, and generating financial reports.
- Assist in budget preparation, monitoring, and financial analysis.
- Collaborate with the Health Director and team members to develop and implement effective financial processes and procedures.
- Ensure compliance with financial regulations and internal policies.

Qualifications:

- A degree, diploma or certificate in Accounting, Finance, or a related field is an asset but not required.
- Previous experience as a Bookkeeper or in a similar financial role, preferably in a non-profit organization or healthcare sector.
- Strong knowledge of accounting principles and financial regulations.
- Proficiency in accounting software (Sage50 an asset) and MS Office Suite, particularly Excel.
- Excellent attention to detail, organizational skills, and time management.
- Satisfy requirements for a criminal record check.

For a list of all position responsibilities, qualifications and any other special requirements, please refer to www.sshs.ca for an exhaustive job description.

Please submit resume and cover letter by email to Julia Schneider, Executive Assistant to the Interim Health Director, at julia.schneider@sshs.ca. Please include in the subject line your name and the position you are applying for.

Thank you for your interest!