



JOB POSTING BOOKKEEPER

Position Title: Bookkeeper

Location: Mount Currie, BC

Job Type: Permanent

Hours: 9:00am – 5:00 pm - 4 days per week

Salary: \$25 to \$35 per hour (Based on experience)
(Signing Bonus of \$500)

ABOUT US:

The Southern Stl'atl'imx Health Society (SSHS) is a registered non-profit society, established in 1999 with the intent to deliver culturally safe, community-based, shared health and wellness, and child and family services to the First Nation communities of N'Quatqua, Samahquam, and Skatin. SSHS believes that the Member Communities can address their community's well-being in a way that reflects their culture, traditions and values.

ABOUT THE ROLE:

The Bookkeeper will report to the Health Director or designate. As the Bookkeeper, you will be responsible for helping manage the financial records and transactions for SSHS, ensuring accuracy, compliance, and financial stability.

The position is part-time permanent position working 32 hours per week, 4 days a week in our Mount Currie office. The candidate should be detail-oriented and motivated to support our accounting team to maintain accurate financial records and day-to-day bookkeeping tasks. SSHS offers an extended health benefits and pension package to permanent staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Oversee recording day-to-day financial records, such as accounts payable, receivable, payroll, and bank reconciliations, maintain and update the general ledger, process invoices, and receipts
2. Manage accounts payables and ensure timely processing of invoices.
3. Support budgeting activities by preparing necessary documentation and reports.
4. In collaboration with the Health Director, manage financial aspects including funding agreements, grants, and other funds.
5. Maintain organized filing systems for both physical and digital documents.
6. Support the Accounting Firm in monthly, quarterly, and annual financial reports and in reconciling bank reports and ensuring compliance with financial policies and procedures.

Payroll and Benefits:

7. Process bi-weekly payroll with accurate accruals and timely remittances.
8. Maintain accurate payroll records and ensure compliance with relevant regulations.
9. Collaborate with the Health Director or designate to effectively administer group and pension benefits.
10. Assist with payroll processes during onboarding and offboarding in collaboration with the Health Director or designated.

Reporting:

11. Complete and submit tax remittance forms, workers' compensation forms, benefits and pension contribution forms
12. Support mid and year-end accounting preparation
13. Prepare various reports such as WorkSafe BC, GST returns, etc.
14. Support the submission of financial reports to funders and the SSHS Board.

Other:

15. Respond to inquiries from staff and clients in a timely manner.
16. Performs other related duties as assigned.

JOB SPECIFICATIONS

Education and Experience

- Minimum one year education in a finance or accounting program or a minimum of two years bookkeeping experience
- Experience working with fund accounting would be an asset.

Knowledge

- Knowledge of computerized accounting system(s)
- Strong computer skills including Microsoft Word, Excel and Outlook.

Qualifications

- Requires satisfactory Vulnerable Sector Criminal Record Check.

Competencies

- **Flexibility** – Is able to adapt to changing work environments and priorities. Ability to work with diverse colleagues, volunteers, families, and others with a high degree of professionalism.
- **Team Cooperation and Collaboration** – Ability to work independently but also as team. Has excellent interpersonal skills and can collaborate within the team and across SSHS.
- **Planning/Organizing** – Organize and prioritize with excellent time management skills. Meet deadlines in a high-volume, multi-tasking, client-focused environment with a strong attention to detail. Demonstrates analytical, problem solving and decision-making skills.
- **Work Ethics** - Sets and maintains high professional and performance standards. Pays close attention to detail, accuracy, quality, and ensures follow through in a timely manner. Must maintain professional conduct and abide by SSHS Code of Ethics and confidentiality agreements.
- **Motivation** –Displays energy and enthusiasm in approaching the job. Seeks opportunities to continuously improve daily work.
- **Integrity** – A significant understanding of privacy, confidentiality, and discretion. Maintains strict confidentiality in performing the duties with this position and adheres to SSHS policies and procedures.
- **Independent** – The self-confident to work independently and effectively under time pressure to meet deadlines, balance work priorities and resolve problems in a timely manner. Have the self-awareness to seek coaching, support and advice as required.
- **Communication** - Communicate clearly and concisely, verbally and in writing, to a variety of groups and individuals. Ability to communicate and work with board members, Chief and Council, and staff members (both community and SHSS) with skill and diplomacy.

HOW TO APPLY

Please submit resume and cover letter by email to Julia Schneider, Executive Assistant, 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!