



Box 20193, RPO Towne Centre  
Kelowna, BC V1Y 9H2  
**Administration:** 778-478-7774  
**24-hour Line:** 250-763-1040  
kelownawomensshelter.ca

## **Accounting Clerk**

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter (KWS), provides a range of services, with a focus on the prevention of domestic abuse and support services for women and children, during and following an abuse crisis.

Currently, our non-profit organization is growing, and we are seeking an innovative, enthusiastic, Accounting Clerk to grow with us!

Reporting to the Financial Controller, this position will be responsible for:

### **Duties and Responsibilities**

#### **Full Cycle Accounts Payable**

- Checks source documents for accuracy and completeness.
- Data entry from source documents into computerized accounting systems and/or spreadsheets.
- Ensures goods or services were received, and managers have approved for payment.
- Prepares package to get approval for payments from signing officers.
- Records payments to staff and vendors and forwards remittance information.
- Files source documents; maintains the filing system (paper and electronic) in accordance with established guidelines.
- Scans, files, enters, and processes other payments.

#### **Full Cycle Accounts Receivable**

- Prepares invoices in financial software and sends to customers for payments.
- Processes donations and other receipts, enters and deposits cash receipts.
- Codes and enters receipts into accounting software, maintains records.

#### **General Accounting Duties**

- Prints pre-defined reports from computerized accounting systems or spreadsheets.
- Processes petty cash transactions.
- Prepares WCB, PST and GST returns.

- Reconciliation of bank account.
- Prepares, records and distributes Thrift Store vouchers.
- Assists with reconciling balance sheet accounts.
- Assists with preparation of budget and financial statements.
- Performs other related office and accounting duties as required.

**Qualifications**

- Completion of grade 12; post-secondary course work in accounting required; an accounting certificate preferred.
- Minimum of one-year recent experience in related field.
- Preference will be given to candidates with not-for-profit experience.

**Skills and Abilities**

- Knowledge of relevant computer software programs such as Sage, Payworks and eTapestry preferred.
- Proficient in Microsoft Office Word, Excel, and Outlook.
- Excellent attention to detail, accuracy, organizational, time management and multi-tasking abilities.
- Excellent written and verbal communication skills with an aptitude for dealing effectively with people at all organizational levels.
- Ability to actively support a healthy organizational culture, teamwork, and collaboration.

This is a full-time position, 37.5 hours per week, and offers a competitive salary and benefits package. This position is performed on location, not remotely.

If you are interested in applying for this position, please email your resume and cover letter to the [careers@kelownawomensshelter.ca](mailto:careers@kelownawomensshelter.ca). This posting will remain open until the right candidate is found.

We thank all those who express interest in this opportunity, however, only those short-listed will be contacted.