



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

## **Accounting Clerk (Part-Time)**

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 (Part-Time) to grow with us!

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

### **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 Part-Time position 22.5 hours per week and offers a competitive salary. This position is performed onsite.

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.