

## Part-Time Finance Clerk

### THE OPPORTUNITY:

Technology for Living (TFL) is in search of an experienced, performance driven, team-focused and detailed individual, who would like to use their finance and bookkeeping skills and experience to provide financial administrative support to a small non-for-profit office of approximately 25 - 30 employees and contractors

This position is a permanent part-time (15 – 22.5 hours per week) role.

Workdays are flexible, depending on the candidate and the need to accommodate scheduled meetings, pay cycles and events outside of regular days and hours.

For the most part this person will be required to work at TFL's main office, however working remotely for some of the time is an option.

This position start day is immediately.

### THE ORGANIZATION:

Technology For Living (TFL) is a non-profit social purposed organization that has served people with disabilities in British Columbia for the past 50 years. Our primary purpose is to help people with disabilities live independently at home by providing, installing, and servicing assistive technology and home automation for people living with physical disabilities. We do this through the offerings of three member-centered programs: 1. Technology for Independent Living (TIL), 2. Provincial Respiratory Outreach Program (PROP), and our 3. Peer Support Program. TFL is an equal opportunity employer.

### THE POSITION:

Key responsibilities of the Finance Clerk position include collecting processing and filing of accounts payable using Quickbooks Online; issuing, recording and filing of accounts receivable using Quickbooks Online; processing and some coding of employee VISA statements; developing and maintaining efficient filing systems; onboarding new employees including assisting with taxation forms and criminal record checks; ensuring adequate support for staff as it relates to expenses, payroll and benefits; liaising with external accounting firm; backfilling some of the Finance Officer's (FO) responsibilities when FO is absent.

### REQUIRED SKILLS & COMPETENCIES:

- Post-secondary education with an emphasis on finance and/or bookkeeping
- At least 2 years' experience working with accounts payable and receivables
- At least 3 years' working in a professional office environment
- Advanced working knowledge of Quickbooks Online is required
- An understanding of the full accounting cycle

# technology for living

- Solid working knowledge and/or experience processing payroll would be an asset
- Solid working knowledge and/or experience using RBC PayEdge would be an asset
- Advanced working knowledge of computer application programs, including Microsoft Office (Excel, Word),
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Demonstrates confident, tactful, diplomatic, and professional verbal and written communication skills in the English language.
- Strong interpersonal skills; ability to interact/communicate effectively with co-workers, members, caregivers, and other professionals in a friendly, respectful, courteous, and empathetic manner.
- Ability to think analytically and use sound judgment and tact
- Attention to detail
- Work collaboratively, cooperatively, and effectively with others to resolve challenges and make decisions to enhance the services offered to our members and team members.
- Skillful at Identifying and rectifying potential problems, roadblocks and/or challenges.
- Creative thinker with an interest to introduce new initiatives that will support the operations of the department.
- Experience in a non-profit organization is an asset
- Must be legally qualified to work in Canada.
- Successful applicant must pass BC Criminal Records Check.

## HOW TO APPLY:

**Application Deadline:** Posted until the appropriate person is found. Position is to be hired asap.

Please send your cover letter and resume, in PDF format to [kris@khconsultinggroup.org](mailto:kris@khconsultinggroup.org). **Include your hourly rate expectation in your cover letter.**

Our staff are busy serving our members and do not have time to field telephone inquiries. **PLEASE NO phone calls.**

If you are the kind of professional who can work independently, take direction, is self-motivated and organized, will work in collaboration within a small office, is personable, mature, and professional, has a positive attitude, eager to learn and wants to make an impact, then we want to hear from you!

Thank you in advance for your interest and application. Only those short-listed for an interview will be contacted.