

EMPLOYMENT OPPORTUNITY

The Salvation Army
British Columbia

POSITION: Finance/HR Admin
(Administration Assistant /Accounting B)
FACILITY: Gateway of Hope
LOCATION: 5787 Langley Bypass, Langley BC V3A 0A9



Giving Hope Today

RESPONSIBILITIES:

- Performs general office duties: filing, photocopying, faxing, drafts and types correspondence or generates reports, resolves routine inquiries
- Process and code accounts payable and receivable for sending to Regional Accounting Centre and follow up on any outstanding items with suppliers and/or clients
- Issues receipts, reconciles petty cash, handles bank deposits
- Assists with annual budget preparation and year end consolidation process and audit
- Ensures materials are provided to the Regional Accounting Centre as required
- Maintains records of all donations and sends acknowledgement letters
- Handles and ensures protection of confidential employee, client or donor records
- Opens and distributes incoming mail and processes outgoing mail
- Attends meetings as needed to record and circulate meeting minutes
- Schedule interviews with job candidates for Business Manager, in conjunction with hiring department head
- Assist Business Manager with preparing and submitting bi-weekly payroll as needed
- Performs other related duties as assigned

QUALIFICATIONS:

- Touch typing/word processing ability
- Works diligently with attention to detail and appropriate follow up
- Ability to concentrate on tasks with frequent interruptions
- Willing to work cooperatively and collaboratively with co-workers
- 1 - 3 years prior administrative assistant experience
- Certificate or diploma in business administration

WAGE RATE/GRADE: 9

- **Full-time**
- Hours: 8:00 am – 4:00 pm Monday – Friday
- Hourly Wage Range: \$16.01 - \$17.82

APPLICATIONS:

Interested applicants are encouraged to submit a cover letter and resume, indicating Finance/HR Admin in the subject line, applying for, via email to Gateway of Hope Human Resources:

Michelle Puffer, Business Manager

hr@gatewayofhope.ca

Please note that, while we thank all for applying, we will only be contacting those qualified candidates who are shortlisted for an interview.

Mission Statement: The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.