



# Accounting Technician

**Posted by: Victoria Native Friendship Centre**

**Location: Victoria**

**Salary: \$29 Per Hour**

**Job ID:** YJ5444610

**Posting Date:** 23-Jan-2025

**Expiry Date:** 22-Jul-2025

**Education:** Completion of college

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## Job Description

## Accounting Technician

**Job Title: Accounting Technician (NOC 12200)**

**Employer: Victoria Friendship Centre**

**Location: 231 Regina Ave, Victoria, BC V8Z 1J6**

**Vacancy: 1**

**Wage: \$29 per hour for 40 hours a week**

**Employment groups to include: persons with disabilities, indigenous, newcomers to Canada, student, and vulnerable youth**

**Terms of employment: Term or contract**

**Start Date: as soon as possible**

### Job Requirements:

#### Languages

- English

#### Education

- College certificate

#### Experience

- At least 1 year to less than 2 years of work experience as an accounting technician or bookkeeper.

#### Duties:

- \* Recording financial transactions into accounting software including sales, purchases, receipts and payment,
- \* Maintain and prepare invoices/receipts, purchase orders and documents to Indigenous Services Canada upon request.
- \* Facilitate the payments process for approved Jordan's Principles submission of the VNFC.
- \* Verify vendor accounts by reconciling statements, searching and correcting discrepancies.
- \* Review and Prepare breakdowns for credit card processes including reconciliation of accounts.
- \* Use VanCity AFT (Central 1) SAGE 50 and processing of electronic payments.

\* Maintain all files and documentation required for the Finance systems of the VCNFC.

\* Maintain positive and respectful relations with the Jordan Principle team, children, youth and families they serve.

### Work Conditions

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large caseload
- Large workload

### Personal Suitability:

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Initiative
- Interpersonal awareness
- Judgement
- Organized
- Reliability

- Team player
- Ability to multitask
- Adaptability
- Due diligence
- Proactive

#### How to Apply

Email: [admin@vnfc.ca](mailto:admin@vnfc.ca)

In Person: 10am to 4 pm

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [admin@vnfc.ca](mailto:admin@vnfc.ca)

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