



Internal / External Financial Support Clerks, WorkBC Programs

Surrey, and Delta Locations



MOSAIC is looking for 4 Financial Support Clerks for WorkBC Centres; 2 Surrey Locations, 1 Delta, and 1 in Vancouver North East.

POSITION: Financial Support Clerk

DEPARTMENT: Employment and Language Programs

POSITION FUNCTION:

The **Financial Support Clerk** works under the supervision of the WorkBC ICM/Finance Coordinator. This position provides accounting and clerical support to the WorkBC Programs.

QUALIFICATIONS:

- Certificate and/or appropriate combination of courses and experience in accounting Financial Administration/Office Administration or two or more years of experience in
 - in an accounting or clerical support position in addition to relevant training/education
 - Previous bookkeeping and administrative experience, preferably in the not-for-profit sector and with government funded programs
 - Proficient user of WorkBC databases, such as ICM, BI portal and CFMS
- Strong computer skills in MS Office (Word, Excel, and PowerPoint) are required
- Accounting (Sage) and payroll (Payworks) software knowledge an asset
- Organized, accurate with numbers and strong attention to detail
- Good communication and strong administrative skills
- Superb user of spreadsheet and databases
- Organized and able to set priorities, multitask and meet deadlines
- Demonstrated ability to work independently and collaboratively as a team member with minimum supervision
- Excellent working knowledge of the accounting cycle, spreadsheet, and standard payroll
- Criminal Record Check required

HOURS: 35 hours per week

WORK LOCATIONS: South Surrey White Rock 1688 152nd Street, Surrey, BC V4A 4N2
Surrey Cloverdale 17700 56th Avenue, Surrey, BC V3S 1C7
Vancouver North East 312 – 2555 Commercial Dr, Vancouver BC V5N 4C1
Delta: North Delta 1861 88th Avenue, Delta, BC V4C 3C6 and Ladner 4899 Delta Street, Delta.

SALARY RANGE: \$39,796 to \$44,790 per annum, commensurate with level of experience and qualifications.

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

RESUMES TO: Hiring Team - MOSAIC Employment Programs
5575 Boundary Road
Vancouver, BC V5R 2P9
E-mail: employmentprograms@mosaicbc.org

Please reference “**Your Name – Financial Support Clerk, WorkBC Programs**” in the subject line of your application and submit via email (Word / PDF format). No telephone calls please.

DEADLINE: Ongoing until a suitable candidate is hired

NOTE: Only applicants selected for an interview will be contacted

POSTING DATE: Originally December 21, 2018, re-posted January 7, 2019

MOSAIC is committed to promoting equal employment opportunities for all members of the community