At MOSAIC, we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We were recognized in the 2019 List of Best Workplaces™ in Canada (100-999 employees) by the Great Place to Work® Institute. With over 40 years of experience, we’re one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone’s life today!

MOSAIC is looking for a self-motivated, organized individual with strong mathematical skills to fulfill the role of Financial Supports Clerk for the Delta WorkBC Centre location.

**POSITION:** Project Accounting Clerk/Financial Supports

**DEPARTMENT:** Employment and Language Services

**POSITION FUNCTION:** Under the direction of the WorkBC Centre Manager, and the Integrated Case Management (ICM) Finance Coordinator the Project Accounting Clerk/Financial Supports provides accounting, billing, and clerical support for the WorkBC Centre. This position assists with the preparation and maintenance of budgets specific to proposals/ongoing contracts, tracks, reconciles, and maintains proper documentation for invoices and financial transactions, and maintains the financial reporting systems (e.g. CRM) while processing payments for client supports (i.e. transportation, tuition, living supports, etc.). This position may also assist with Cash Flow Forecasts for program funders; projected expenditures, and generates and assists with preparation of financial status, summary, and statistical reports as required.

**QUALIFICATIONS:**

- High School completion and some college, vocational or technical training, and/or **2 or more** years of comparable experience.
- Previous bookkeeping and administrative experience, preferably in the not-for-profit sector and with government funded programs
- Certificate (or appropriate combination of courses) in office administration, clerical Support, or accounting will be considered an asset.
Excellent working knowledge of standard office equipment, bookkeeping, and payroll procedures
Strong computer skills in MS Office software is required
Superb user of spreadsheet and databases
Accounting (Sage) and payroll (Payworks) software knowledge will be considered an asset
Organized, accurate with numbers and strong attention to detail
Strong interpersonal, cross-cultural communication skills
Possesses patience, tact, flexibility and ability to build rapport with staff, clients and employers
Working knowledge of the WorkBC Integrated Case Management (ICM) system and WorkBC program policies and standards
Current and satisfactory Criminal Record Check required

HOURS: Full-time (35 hours per week)

STARTING PAY: $39,803 to $42,224 annual salary depending on qualifications and experience

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 Services
5575 Boundary Road
Vancouver, BC V5R 2P9
Email: employmentprograms@mosaicbc.org

Please reference “Your Name – Financial Supports Clerk, Delta location” in the subject line of your application and submit via email (Word/PDF format). No telephone calls please. Only those selected for an interview will be contacted.

DEADLINE: February 21, 2020

POSTING DATE: January 30, 2020

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