

### Senior Bookkeeper Full-time

#### Who We Are:

With a vision of a vibrant, connected community, Parkgate Society (PS) creates opportunities for people in our community to *live life better*. We support this vision through the development of a unique and diverse blend of accessible low-cost and no-cost programs and services, created in direct response to community needs; primarily serving children, youth, families, and seniors.

Our dedicated and welcoming staff team, along with our many active volunteers, including our Board of Directors, are all committed to making Parkgate Society a welcoming and inclusive community services organization.

#### Opportunity:

This is a full-time position in a busy community services not for profit. The key functions of this bookkeeping role will be using a variety of Accounting Software applications with duties relating but not limited to accounts payable, accounts receivable, bank reconciliations and payroll. Other tasks and duties may be added over time. Our candidate will be self-motivated, adaptable and willing/able to wear different hats with ease.

#### Required Skills and Knowledge:

- Demonstrated ability to perform specific accounting duties relating to the key functions as described above
- Recent Business school graduate including successful completion of basic to intermediate accounting courses
- A minimum of one (1) year related work experience
- Proficiency with Excel and Word as well as some good working knowledge of accounting software applications
- A strong aptitude for accuracy, detail-orientation and quantitative work
- Candidates need to be able to work independently as well as in a collaborative environment with good evidence of initiative and flexibility
- Strong ability to prioritize work and handle multiple tasks with frequent interruptions
- Must have the sensitivity and ability to effectively interact with staff and the community we serve.



### Other Requirements:

- Clear Criminal Records Check for Vulnerable Persons

### Contract Details:

- We are located in beautiful North Vancouver, east of the Seymour River and just above Deep Cove
- This is a full-time permanent position, working Monday to Friday, 35 hours per week
- Vacation is three weeks per annum
- Participation in our Employee Benefits Program after successful completion of probationary period which is 90 days
- Hourly Wage Range: \$26.50 - \$29.00 per hour

We are committed to creating an inclusive, accessible, and welcoming environment where all community members feel valued, respected, and supported. We encourage applications from diverse communities, including people of color, Indigenous peoples, individuals with disabilities, and people of any sexual orientation or gender identity. If you require any accommodations during the recruitment process, please contact our Human Resources Department.

Please forward your *resume and a cover letter, describing why you are a strong candidate for this opportunity*, by email to [info@parkgatesociety.ca](mailto:info@parkgatesociety.ca). The closing date for applications is November 20, 2024.

### About Parkgate Community Services Society:

Parkgate Community Services Society is a registered, not-for-profit charitable organization providing programs and services to our friends and neighbours at Parkgate Community Centre, Seymour Youth Centre, the soon to be open new Lynn Creek Community Centre, and various other locations on the North Shore. With over one hundred staff, we are a diverse and welcoming team committed to making this a great place to live, work, and play. We pride ourselves on being community-driven, community-inspired, and community-supported.

