

Financial Services Assistant

Part-time

21-30 hours per week

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:

Working closely with our Controller, this part-time role will play a critical role in the accurate and timely processing of payroll, accounts receivable, accounts payable and also will provide general clerical support for Accounting relating to tasks in data processing, maintaining effective records and files.

Using a variety of accounting software applications, this role is for someone with a high attention to detail, very strong organizational & critical thinking skills, is adaptable and willing/able to wear different hats with ease.

Ideally our candidate is comfortable to flex their time as needed, for example they work some specific regular days in the office relating to regular payroll processing and also to support a variety of busy points of time in the accounting lifecycle like T4's and year end client receipts.

Required Skills and Knowledge:

- Post secondary courses in Accounting & Finance
- Certificate in Bookkeeping or Accounting is desirable
- Minimum two (2) years previous experience of full-cycle bookkeeping experience with demonstrated ability to perform specific accounting duties relating to the key functions as described above
- Proficiency with Excel, Word and one or more accounting software applications
- High attention to detail with a strong aptitude for accuracy and quantitative work
- Self-motivated, adaptable and able to shift gears quickly



- 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 communication ability to effectively interact with staff and the community we serve

Other Requirements:

- Legally able work in Canada
- Minimum two (2) suitable professional references
- 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 part-time permanent position, working 21-30 hours per week, as needed
- Vacation benefit begins at three weeks paid time off per annum
- Participation in our Employee Benefits Program after successful completion of the probationary period, which is 90 days
- Hourly Wage Range: \$26.50 - \$30.00 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. The closing date for applications is January 30, 2025.

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.

