

Job Posting
Accounting/Administration Specialist (Summer Student)

The WorkLink Employment Society has a fulltime position available as an Accounting/Administration Specialist, up to 35.0 hours per week (Monday to Friday) in our Jacklin Road office located in the Westshore. This is a term, summer student position from May 7th to August 31st at a range of \$17.64 per hour.

About WorkLink:

WorkLink has been providing government sponsored employment services to the residents of the Western Communities since 1978. In 2008, our services expanded to include the communities of Sooke and surrounding areas including Jordon River and Port Renfrew. Our non-profit organization is funded through both federal and provincial government initiatives. We are governed by a volunteer Board of Directors chosen from leaders in the community. In April 2012, WorkLink was selected to become one of the 73 WorkBC Employment Service Centres in BC. We currently offer employment services from our Westshore and Sooke offices. In addition, we provide extended services to the community of Port Renfrew.

Worklink Employment Society is a visible/dynamic member of the Westshore, Sooke and surrounding areas that:

- Promotes an awareness of the current world of work and the need for life-long career development;
- Provides a supportive environment where members of the community can explore new choices and create positive solutions to their employment needs;
- Recognizes the value of the unique contributions of employees
- Encourages the belief that everyone has the potential to achieve self-sufficiency
- Serves with honesty, respect and integrity.

About The Position:

The Accounting & Administration Specialist will join the accounting and administration departments of the agency and will be a part of the customer service team, working to ensure excellence in communication and the delivery of our services. You play a role to assure that our department runs smoothly through accuracy, trouble shooting, problem solving, communication and being proactive with our large volume of interventions. Your primary duty is to ensure the agency's work environment continues to flow in an organized manner. The role is very suitable for someone who is strong with multi-tasking as there are always several tasks on the go. This includes:

- Completing data forms, correspondence, reports, and other documents such as transactions, deposits, receipts, and mileage;
- Gathering and collating records as requested to compile information;
- Locating files or reports as requested by supervisor or others;
- Maintaining and updating files for payment documents, invoices, purchase orders, requisitions, accounts payable and receivable, and correspondence;
- Ordering supplies, maintaining vendor relations, performing reconciliations for payable listing;
- Preparing and/or mailing claims, deposits, refunds, and/or billings;
- Processing photocopies, file documents and records as required for record keeping; and
- Scheduling client appointments and performing general reception duties.

Knowledge, Skills & Experience:

- Ability to work to high standards, attention to detail and accurate data entry, while meeting strict deadlines.
- Pleasant telephone manner/communication, written and verbal skills in an office setting
- Proficiency in the use of office/accounting software such as MS Word/ Excel, ACCPAC.
- Strong written/oral communication skills with impeccable attention to detail/ability to proofread.
- Working towards degree/diploma-level education, preferably in accounting, administration or public relations.

WorkLink values the diversity of the people it hires and serves... we foster a workplace where individual differences are recognized and respected, while utilizing each person's talents and strengths.

The more inclusive we are, the better our work will be.

Applicants may submit their cover letter and resume to pdoukakis@worklink.bc.ca by April 24th at 4:00pm.
This position is open to all interested applicants and requires a criminal record check.
Please note, this is position is subject to approved funding.