



Accounting Technician

Posted by: Victoria Native Friendship Centre

Posting date: 23-Jan-2025 **Closing date:** 22-Jul-2025

Education: Completion of college

Language: English

Job location: Victoria

Salary: \$29 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6723433

Job description:

Accounting Technician

Job Title: Accounting Technician (NOC 12200)

Employer: Victoria Friendship Centre

Location: 231 Regina Ave, Victoria, BC V8Z 1J6

Vacancy: 1

Wage: \$29 per hour for 40 hours a week

Employment groups to include: persons with disabilities, indigenous, newcomers to Canada, student, and vulnerable youth

Terms of employment: Term or contract

Start Date: as soon as possible

Job Requirements:

Languages

- English

Education

- College certificate

Experience

- At least 1 year to less than 2 years of work experience as an accounting technician or bookkeeper.

Duties:

- * Recording financial transactions into accounting software including sales, purchases, receipts and payment,
- * Maintain and prepare invoices/receipts, purchase orders and documents to Indigenous Services Canada upon request.
- * Facilitate the payments process for approved Jordan's Principles submission of the VNFC.
- * Verify vendor accounts by reconciling statements, searching and correcting discrepancies.
- * Review and Prepare breakdowns for credit card processes including reconciliation of accounts.
- * Use VanCity AFT (Central 1) SAGE 50 and processing of electronic payments.
- * Maintain all files and documentation required for the Finance systems of the VCNFC.
- * Maintain positive and respectful relations with the Jordan Principle team, children, youth and families they serve.

Work Conditions

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large caseload
- Large workload

Personal Suitability:

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Initiative
- Interpersonal awareness
- Judgement
- Organized
- Reliability
- Team player
- Ability to multitask
- Adaptability
- Due diligence
- Proactive

How to Apply

Email: admin@vnfc.ca

In Person: 10am to 4 pm

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: admin@vnfc.ca

Posted on canadianjobportal.com