



*Helping people  
overcome challenges*

## **FRASERSIDE COMMUNITY SERVICES SOCIETY**

2<sup>nd</sup> Floor – 519 Seventh St., New Westminster, BC V3M 6A7

Telephone: 604-522-3722 Fax: 604-522-4031

[www.fraserside.bc.ca](http://www.fraserside.bc.ca)

### **CAREER OPPORTUNITY** **P/T FINANCIAL ASSISTANT** **POSTING # 09-FN-01**

Fraserside Community Services Society seeks a P/T Financial Assistant to assist in the performance of all functions related to excluded and bargaining unit payroll, group benefits, claim based and balance sheet accounts, accounts receivable and collections, bank deposits, financial records and reporting and audit procedures. The chosen candidate will work as part of the Finance Department team providing coverage and assistance as required.

Desired qualifications include:

- Post Secondary education in accounting and payroll; diploma in accounting / financial management program.
- At least 3 years progressively more responsible accounting experience with bookkeeping, financial management, computerized accounting and Accpac Plus skills.
- Previous experience in a non profit community service organization is an asset.
- Proficient in Windows operating system and Microsoft office.

This is an excluded position and is open to male and female applicants.  
All applicants are requested to respond with cover letter and resume by:

Email: [info@fraserside.bc.ca](mailto:info@fraserside.bc.ca)

Fax: 604-522-4031

Or

Mail: 2<sup>nd</sup> Floor – 519 Seventh St., New Westminster, BC V3M 6A7

**POSTING CLOSE: FEBRUARY 20, 2009**

Thank you for your interest in employment with Fraserside Community Services Society. Only shortlisted applicants will be contacted.

Please visit our website for information and additional opportunities available with Fraserside.

[www.fraserside.bc.ca](http://www.fraserside.bc.ca)