



# Accounting Technician

**Posted by Victoria Native Friendship Centre**

**Posting Date : 23-Jan-2025**

**Closing Date : 22-Jul-2025**

**Location : Victoria**

**Salary : \$29 Per Hour**

## Job Requirements

- **Education:** Completion of college
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4740214

## 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](mailto: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](mailto:admin@vnfc.ca)

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