



## **Bookkeeper (Permanent part time – 20 hours per week)**

The Medicine Hat Women's Shelter Society supports families who are experiencing family violence by providing them with safe shelter, education, advocacy, and access to community resources.

The successful candidate will be responsible for providing support to the assistant director with all bookkeeping duties. Tasks include, but are not limited to: entering accounts payable/receivable into SAGE accounting program; manage rent and damage deposits for programming; regular check runs and bank deposits; assist with year end audit, payroll and grant finance reports, and any other financial related duties as needed; update budgets and provide finance reports monthly for the board of directors.

### **Preferred Qualifications:**

- Certificate or diploma in office administration, a related field or equivalent experience.
- Minimum of two years office experience is preferred.
- Excellent computer skills, able to learn new database systems and formulate reports.
- Extensive knowledge of bookkeeping practices and procedures.
- Proficient in MS Office applications.
- Demonstrated proficiency with computerized bookkeeping using Sage accounting program.
- Excellent verbal and written communication skills.
- Ability to multi-task several priority items while paying attention to detail.

**Start date:** Start ASAP

**Rate of pay:** \$21.79 - \$25.26 per hour, dependent on experience; benefits package available after 3 months.

### **Submit your resume by November 9<sup>th</sup>, 2020 to:**

Medicine Hat Women's Shelter Society  
Box 2500  
Medicine Hat, AB T1A 8G8  
Fax: (403) 526-0209  
kalic@mhwss.ca

All candidates must undergo a criminal record check and a child intervention check showing no substantiated instances of child abuse or neglect.

*(MHWSS thanks all applicants, however, only those invited for an interview will be contacted)*