

INTERMEDIATE ACCOUNTANT

Partnerships British Columbia Inc., a provincial Crown corporation, supports the public sector in meeting its infrastructure needs by providing leadership, expertise and consistency in the procurement of complex capital projects. For more information on the company, please visit our website at www.partnershipsbc.ca.

We are currently seeking a part-time Intermediate Accountant to join our finance team. The Intermediate Accountant will be responsible for accounts receivable, including invoicing, processing payments, collections; GL, banking and other account reconciliations; monthly journal entries; monthly remittances (e.g., GST, WCB); collection of monthly labour allocation data; year-end working paper preparation; and providing assistance to the Financial Accounting Manager as required.

The successful candidate will possess strong analytical skills, proficiency in Microsoft Excel and Great Plains accounting software, and an attention to detail. Excellent verbal and written communication skills are a must. Qualified individuals will have a minimum of 5 years relevant accounting experience (i.e., a combination of work experience and education). Relevant post-secondary education, or working towards an accounting designation (e.g., CPA), would be considered an asset.

This part-time position (24 hours per week) is based in Victoria, B.C. Hours of work are extremely flexible, with a requirement to be available during month end, and year end.

We offer an excellent working environment and competitive salary and benefits. Qualified applicants are invited to email their applications in confidence to:

Partnerships British Columbia Inc.
PO Box 9478 Stn Prov Govt
Victoria, B.C.
V8W 9W6
Email: hr@partnershipsbc.ca

*We thank all applicants for their interest,
but only those selected to be interviewed will be contacted.*