



## JOB POSTING

<b>POSITION TITLE</b>	Accounting Administrative Assistant
<b>REPORTS TO</b>	Finance & HR Manager
<b>COMMITMENT</b>	Part Time; approximately 10-25hrs/week
<b>COMPENSATION PACKAGE</b>	\$21- \$25/hour

### ORGANIZATION SUMMARY

Founded in 2008, PISE is a non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Education facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit [PISE.ca](http://PISE.ca) to learn more.

### POSITION SUMMARY

The Accounting Clerk is responsible for assisting the Finance Manager with basic accounting functions, including year-end support. This role also assists in other various administrative tasks as necessary. The Accounting Clerk must be able to fulfill job duties efficiently and accurately without direct supervision

### KEY ROLES & RESPONSIBILITIES

#### Finance:

- Assist the Finance & HR Manager in accounting functions for including daily/monthly/annual postings; accounts receivable and payable functions
- Assisting in the preparations for the year end audit for the external auditors
- Assisting in month end reconciliations, including journal entries
- Any other accounting tasks as necessary
- Sales Cash Reconciliation

#### Administrative:

- Placing supply orders as needed
- Provide administrative support to the Management team as needed

### QUALIFICATIONS

- Bookkeeping (2 yrs)
- Current Police Information Check with Vulnerable Sector Screen
- Working knowledge of Microsoft Office, Word and Excel
- SAGE experience an asset
- Ability to prioritize and multi-task in a busy environment
- Strong work ethic: reliable, team player, positive attitude, independent, enthusiastic and outgoing



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- Experience in fitness or recreation settings an asset

### TO APPLY

Please submit a resume and a cover letter by **midnight: Sunday, September 24<sup>th</sup>, 2023** to:

Brianna Coburn  
Human Resources & Admin Coordinator  
[careers@pise.ca](mailto:careers@pise.ca)

*Thank you for your interest in PISE.*

*Please note, due to the number of resumes received,  
only candidates selected for an interview will be contacted.*