



**Canadian Mental
Health Association**
Kamloops

Canadian Mental Health Association
Kamloops Branch
651 Victoria Street
Kamloops BC V2C 2B3
Telephone: (250) 374-0440
Fax: (250) 374-8718
www.kamloops.cmha.bc.ca
kamloops@cmha.bc.ca

August 29, 2023

INTERNAL/EXTERNAL JOB POSTINGS #2023-41

Finance Assistant

Our Vision

The Canadian Mental Health Association provides mental health education and mental illness recovery-focused programs and services for people of all ages and their families. We work collaboratively to develop realistic community awareness of homelessness and provide housing opportunities for clients. CMHA Kamloops creates awareness, provides education, and supports individuals and families living with mental health or substance use concerns. Our programs are community-based, they include supportive and independent living, homelessness services, and peer support. By working closely with other community agencies, we are working to bridge gaps in mental health care and facilitate access to critical services and resources.

Job Details

Position Type: Part Time	Duration of Position: Subject to funding	Hours: 32 hours per week (4 days @ 8 hours)
Location: Administration Office Kamloops, BC	Probation: 488 hours from start date	Salary & Benefits: Starting at \$28.00 Extended Health and Dental, and retirement plan after Probation

The Role

This position provides accounting support required for maintenance of accurate financial records and correct processing of financial transactions. Prepares, processes and maintains accounting records and summarizes business and financial transactions. Reviews source documents for accuracy and completeness and ensures that all transactions are properly documented.

Key Responsibilities

- Preparing monthly reports, bank reconciliations and bank deposits
- Assist the Manager of Finance with month-end and year-end close by ensuring timely and accurate financial data entry
- Accounts receivable and accounts payable processing, including coding to various departments
- Serve as liaison to vendors and resolve any billing inquiries in a timely fashion
- Conduct periodic reconciliations of expense accounts to ensure their accuracy
- Reconcile credit card expense reports on a monthly basis, and work with cardholders to locate missing receipts and resolve discrepancies



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Key Skills and Experience Required

- Minimum of 2 years related experience. Combination of education and experience will be considered
- Valid Class 5 Driver's License
- Mental Health First Aid an asset

How to Apply

Please indicate your interest in this position by forwarding a letter of interest and an updated resume to hr.kamloops@cmha.bc.ca. **Please indicate the position you are applying for as the subject of the email.** Interviews will be conducted ongoing as applications are received. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Closing Date: September 8, 2023

CMHA Kamloops is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Indigenous Peoples, people of all sexual orientations and genders, and others whom may contribute to the further diversification of the Association. Lived experiences of mental illness and or addictions is considered an asset. To avoid a conflict of interest, people who are currently accessing CMHA Kamloops services are not eligible to apply. A criminal record check free of convictions of violence and other crimes against the vulnerable will be required.

Thank you for your interest!