

Accounting Clerk | Part-time

Description:

Peninsula Co-op is retail with a difference. Being member owned, we focus our profits on giving back through yearly rebates, by supporting many community initiatives and by sharing profits with our staff. As we've grown and evolved, our collective roots now date back nearly 60 years, yet we remain a locally-focused co-op with more than 108,000 members and ambitious plans to continue growing the business on Vancouver Island.

We are seeking a student who is enrolled in a post-secondary business program, and has completed entry-level accounting courses. This is a part-time entry-level position, requiring 12-20 hours per week, with the opportunity for additional hours during vacation coverage, and increased hours with progression of in-office responsibilities. The work takes place Monday through Friday between 8am and 4pm primarily, with some weekend work at certain times of year. There is some flexibility in the schedule to work around school commitments. This position reports to the Accounting Manager.

What you will be doing:

Assisting with weekly sales review processes; assisting with inventory analysis and reconciliation; data entry – accounts payable, accounts receivable, and journal entries; filing and assistance with record keeping; support for other accounting and administration positions including membership, accounts payable, and home heating/cardlock; other duties as assigned.

What we are looking for:

Applicants should be enrolled in a post-secondary Business Program with a focus on accounting; and have the following qualifications and characteristics: Past experience in a customer service position; understand basic accounting and audit principles; strong computer application knowledge with Excel; be eager to learn, both on the job and in an academic environment; the ability to complete work in an organized and efficient manner, with strong attention to detail; accurate data entry skills; excellent interpersonal and communication skills along with energy, enthusiasm and initiative; strong problem solving and analytical skills; the ability to work in a fast-paced environment where work priorities can change quickly to meet customers' needs; ability to protect private information and maintain confidentiality; and the ability to work independently.

Benefits:

In addition to the benefits of membership, Co-op team members enjoy flexible hours, profit sharing, fitness memberships and reimbursements, social activities, volunteer opportunities, staff student awards, tuition reimbursement, and opportunities for advancement. We are committed to every staff member enjoying their experience and developing important life and career skills. We reward hard work, commitment and results.

To apply:

Please submit your cover letter and resume by **5pm, Sunday, September 19, 2021** by email to hr@peninsulaco-op.com, via the link from this website, or drop them off in person at the Co-op Food Centre, 2132 Keating X Road, in a confidential envelope addressed to Human Resources.

If you have any questions about this position, please contact Patrick (250-544-2942), or Jen in Human Resources (778-426-8120).

Date posted: September 8, 2021

1-2132 Keating X Road, Saanichton, BC V8M 2A6
Tel 250.652.1188 | Fax 250.652.5298

peninsulaco-op.com

Moving ahead, by giving back