

Accounting Clerk - Part-time

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 their 3rd or 4th year of a post-secondary business degree with a focus on accounting. This is an ideal position for an accounting student looking to gain work experience. Hours for this position are 12-24hrs per week, flexible for school schedules. Work will primarily take place between two offices located at #1-2132 Keating X Rd and 6764 Oldfield Road, and there may be travel between offices during the work day (approximately a 5-minute walk) Starting wage for this position is \$17.00/hr.

Benefits offered for part-time hours:

- Profit sharing
- Fitness memberships or reimbursements
- Social events
- Volunteer opportunities
- Educational assistance
- EFAP

Responsibilities:

- Assist with weekly sales review process
- Assist with inventory analysis and reconciliation
- Assist with review and calculation of margins and financial statement preparation
- Data entry – accounts payable, accounts receivable, and journal entries
- Filing and assistance with record keeping
- Support other accounting and administration positions including membership, accounts payable, and accounts receivable
- Ability to protect private information and maintain confidentiality
- Ability to work independently
- Other duties as assigned

Qualifications:

This candidate must understand intermediate accounting and audit principles, possess strong computer application knowledge with Windows products, specifically Excel. They have the ability to complete work in an organized and efficient manner with a strong attention to detail and accurate data entry skills. Excellent interpersonal skills, strong communication, problem solving and analytical skills are a must.

How to apply:

Please submit your cover letter and resume by **Wednesday August 10th, 2022** by email to hr@peninsulaco-op.com, through Indeed, via the link at www.peninsulaco-op.com, 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 feel free to reach out to Patrick at 250-544-2942, or Kaitlyn at 250-544-2953.

Date posted: July 27, 2022