

## **Job Opportunity: Part Time Financial Administration Assistant**

**Employer: City Green Solutions Society**

### **Responsibilities:**

City Green Solutions is looking for an experienced Financial Administration Assistant. This individual will work closely with our finance team with accounts payable and related tasks.

### **Qualifications (Skills, Experience, Personality)**

- Relevant financial administration experiences is a requirement. This includes accounts payable tasks of paying invoices, processing cheques and keeping filing systems (electronic and hard copy) organized.
- Software experience with Sage 50, Excel and Access
- Being flexible and motivated is a requirement.
- Good communication skills

### **Other Information**

- Start Date: Soon As Possible
- Hours: Part Time, 5 to 10 hours per week in regular Monday to Friday 9am to 5pm hours.
- Compensation: \$20/hour starting compensation.
- Location: Downtown Victoria office, close to public transit and indoor and outdoor bike lock-up.
- Training: Job training provided
- Probation period is 3 months
- A criminal record check will be required.
- Work Environment: City Green offers a casual and flexible (but fast paced) work environment and an opportunity to help shape and grow a dynamic energy/GHG reduction focused social enterprise

Qualified candidates can submit cover letter and resume (in one attachment) via email to **finance(at)citygreen.ca** **prior to 9 AM on the 13 May 2019**. Early applications are encouraged as interviewing may commence prior to submission deadline. While we truly appreciate all applications, only those selected for an interview will be contacted. No phone calls or walk-in applications please.

### **About City Green**

[City Green Solutions](#) is an enterprising non-profit organization with a mission to excite, inspire and lead British Columbians in finding energy and GHG reduction solutions. We provide home energy efficiency evaluations; energy efficiency program design; education and training services; and research and strategy development for the reduction of building energy consumption.

**For information on current programs City Green delivers, or is a partner for program delivery, see:**

- [efficiencybc.ca](http://efficiencybc.ca)
- [BC Hydro - Smart Hot Water Heater Trial](#)
- [Rate Our Home](#)
- [Vancouver Heritage Energy Retrofit Program](#)

- [Energy Save New West](#)
- [Home Performance Stakeholder Council](#)