



Discovery Community College has an opening for a

**Part-Time Accounting/Finance Assistant
(Campbell River – Head Office)**

Discovery Community College is looking for an experienced, well organized individual to work in our Head Office Accounts department in Campbell River.

Initially this position is to cover a two month medical leave and is part-time at 20 hours per week – additional hours and/or extension of employment can be discussed further into the employ.

The right applicant will:

- have a bookkeeping certificate **OR** 3 to 5 years bookkeeping/accounting experience.
- be proficient with Simply Accounting and MS Office (particularly Excel).
- have experience in Accounts Payables/Receivables, Financial Reporting and Payroll.

Additional knowledge of financial aid policies and student loans would be an asset.

If you're a detail orientated individual with good communication skills and enjoy working in a fast-paced environment as part of a team, this could be a great opportunity to expand your career.

We thank all applicants for their interest. **Only those short listed for an interview will be contacted.**

Please send your resume and cover letter to:

Email: resume@jobready.ca

Fax: 250-287-9838