



**Kootenay Boundary Regional Hospital
& Health Foundation Society**

Financial Services Clerk: Maternity Leave Contract

The KBRH Health Foundation is seeking a Financial Services Clerk who is committed to providing exceptional customer service to our valued donors, community partners and stakeholders while accurately administrating the financial processes of the Foundation. The position is 5 days/week and is a 1 year contract to fill a maternity leave.

Reporting to the Director of Development, the Financial Services Clerk is an integral member of the Foundation office. This position is primarily responsible for the clerical operations and administrative tasks associated with supporting the financial operations of the Foundation. As a member of the Foundation's team, the Financial Services Clerk will play an important, hands-on role in the day-to-day bookkeeping/accounting operations of the KBRH Health Foundation while focussing on exceptional customer service and support. Key to the success of this position is accuracy, efficiency, ability to learn and solid bookkeeping skills/accounting.

The successful candidate must be a highly self-motivated, professional and mature individual who is able to work both independently and as a team member to further the goals of the Foundation. Completion of a bookkeeping/accounting diploma or equivalent program, plus a minimum of 2 years work experience in a full cycle bookkeeping/accounting role, or the equivalent training combined with experience in a related role is required.

A complete job description is available at www.kbrhhealthfoundation.ca

This position offers a competitive compensation package.

Applicants can electronically submit a cover letter and resume to lisa.pasin@interiorhealth.ca no later than Friday November 2, 2018 at 12:00 pm. Only those applicants who are shortlisted for an interview will be contacted.