

## Job Opportunity



### Union of Spiritual Communities of Christ

**Position:** Accounting Clerk/Office Administrator

**Location:** Grand Forks USCC Administration Office

**Position Summary:** perform basic accounting functions; provide secretarial support for the Executive Director and reception services for the USCC (GF) office; maintain membership and ISKRA Publication data bases; provide customer service to the membership and the general public.

**Responsibilities:**

- Accounts payable/receivable
- Payroll and associated reports
- Preparation of monthly financial statements
- Collection and processing of membership donations
- Bank deposits
- Receptionist duties
- USCC mail and email

**Qualifications:**

- familiar with basic accounting principles
- strong interpersonal, organizational, and communication skills
- fluent in oral and written Russian
- experience with Sage Simply Accounting
- knowledge of organizational and administrative policies and procedures

**Application deadline:** August 15, 2017

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Attention: Hiring Committee  
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