

FINANCE ASSISTANT JOB POSTING



Competition Number: 2026-106R

Location: 950 Kerry Street (Dept 100) **Status:** Regular

Date Posted: April 28, 2026 **Closing Date:** May 7, 2026 **Hours per week:** 37.5

Compensation: As per collective agreement Grid 10 (\$25.95 - \$29.76)

General: Position requires union membership / open to all persons

Schedule: Monday thru Friday 0900-1700 (half hour unpaid lunchbreak)

About AiMHi

AiMHi is the north's largest agency supporting Adults with developmental disabilities and children with special needs. We have been serving the community since 1957 and have 500+employees

Our culture empowers all people—both those we support and those we employ—to live their best lives at work, at home, and in the community. We strive to create strong, inclusive communities that recognize and celebrate the value of all citizens.

Role summary:

- Accountable to adhere to accepted accounting standards for non-profits regulations, legal and tax requirements. To be accountable for implementation of financial record management and reporting systems. To maintain data base records and elaborate spreadsheets

Key Duties and Responsibilities

- Assists the Chief Finance officer in the preparation for audits and production of financial statements, budgets or other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
- Codes source documents such as invoices and receipts to the appropriate accounts
- Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll
- Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices
- Maintains bank records and reconciles bank accounts
- Prepares various accounting summaries and reports, compiles, maintains and produces reports such as: contracts, service level reports
- Responds to inquiries and requests regarding payroll, benefits and other financial duties. Follows up to resolve errors and discrepancies in accordance with established procedures
- Implements and complies with financial standards in record management and reporting
- Assistance with special projects and other related duties when required

T: (250) 564-6408

950 Kerry Street Prince George, BC V2M 5A3

Qualifications / Working Requirements:

Education, training and experience:

- Grade 12, with a two-year accounting diploma or the equivalent education and experience
- Two (2) years of related experience
- Experience with Sage Intacct software is desirable
- Demonstrated experience and skills with Excel and other Microsoft Office suite apps and services

What You Need as an Applicant / Employment Requirements:

- A reliable vehicle with business insurance
- Class 5 BC Drivers' License
- Criminal Record Search
- Clear Health Certificate
- Copy of TB test
- BC Drivers' Record
- Eligible to work in Canada

About You / What We're Looking For

- Strong keyboarding and computer skills especially related to financial programs and excel spreadsheets
- Aptitude for continuous learning and development of professional office skills
- Proficient in organization and time management skills

AiMHi Offers

- Health and dental benefits for employees working 20+ hours per week
- Membership in the Municipal Pension Plan
- A supportive, inclusive, and values-driven work environment
- Opportunities for professional growth and development
- The chance to make a meaningful difference in the lives of people and their families
- A fun, collaborative, and rewarding workplace

How to Apply:

Go to <https://aimhi.ca/work-with-us/> look for **2026-106R** link then click on "APPLY NOW" button.

Or: Call our Main Office if you wish to inquire about the status of your application

Job Description

Finance Assistant

Grid level: 10

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Job Skills and Abilities:

- Strong keyboarding and computer skills, especially related to financial programs and Excel spreadsheets
- Aptitude for continuous learning and development of professional office skills
- Proficient in organization and time management skills
- Ability to work under time constraints.