

Formerly Abbotsford Community Services

**JOB POSTING #CSJ-2025-100-01**

**INTERNAL/EXTERNAL**

**Finance**

**CSJ Finance Clerk**

**Wage: \$18.50 per hour**

**Full time: 35 hours per week**

**Temporary 8-week position, summer job through the Canada Summer Jobs (CSJ) Program,  
Starting early June 2025**

**Provide Support to the Finance and Accounting Team**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford**

**On Site**

This position is funded through Canada Summer Jobs, which has certain requirements and encourages the hiring of youth with disabilities, Indigenous, Black, other racialized youth, and youth in the 2SLGBTQ+ community.

**Youth must meet the following criteria:**

- Must be between the ages of 16 and 30, at the time of their start of employment at Archway.
- Must be a Canadian citizen, immigrant with permanent residency status, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada according to the relevant provincial legislation and regulations.
- NOTE: International students are not eligible for this program.

**The Canada Summer Jobs program objectives are to:**

- provide quality experiences for youth;
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers to employment, i.e., youth who are early leavers of high school; not in employment, education or training; are underemployed; Black, and other racialized youth; youth with disabilities; Indigenous youth; 2SLGBTQ+ youth;
- provide opportunities for youth to develop and improve their skills.

**Job Summary:**

The Canada Summer Jobs Finance Clerk is responsible for providing support to the Finance and Accounting Team. This position assists with a variety of activities including general ledger reconciliation, document management, organizing current and archived files, data entry, updating and tracking documents, sending e-mails and other correspondence, and preparing reports or other documents.

## **Your Role:**

### Archway's CSJ Finance Clerk with the Finance Program contributes by:

- Assisting the Accounts Payable Clerks in checking source documents for accuracy and completeness.
- Assisting in coding source documents to the appropriate general ledger accounts.
- Assisting in data entry of source documents in accounting software.
- Assisting in scanning various documents for digital backup in Accounts Payable, Accounts Receivable, and Payroll.
- Assisting in Accounts Payable and Accounts Receivable filing, file management, and shredding of cheques more than 6 months old.
- Assisting the Payroll team.
- Assisting with Accounts Receivable and Accounts Payable reconciliations.
- Organizing for filing and/or archiving confidential and sensitive information, such as contracts, agreements, funding opportunities, and letters.

This position is a great fit for someone who has great attention to detail and accuracy, enjoys working with numbers, cross-checking information, and enjoys processing financial information.

## **Our Offer**

- Wage: \$18.50 per hour.
- A full-time position at 35 hours per week, Monday to Friday.
- Temporary for 8 weeks, starting in early June 2025.

### **Perks include:**

- Great in-house training opportunities.
- Build your experience in the field of finance and accounting.
- Rewarding work in a positive environment

## **Getting an Interview – you will be considered if you have:**

- Post-Secondary Certificate, diploma or degree in Accounting, Finance, Business Administration or a related field is an asset.
- Experience in accounting or bookkeeping is an asset.
- Experience in office administration is an asset.

## **The Job Requires you to have:**

- Ability to work in a shared office space.
- Ability to use Windows Microsoft Office 365, including Word, Excel, and Outlook.
- Ability to input data into Excel spreadsheets with accuracy and completeness.
- Willingness to learn Archway's various policies and procedures.
- Ability to be coachable, openness to new learning and new ideas.
- Ability to work independently and as a member of a team.

- Ability to interact in a diplomatic, collaborative, professional and results-oriented manner.
- Planning, time management, and organization skills.
- Knowledge of office procedures and practices is an asset.
- Knowledge of accounting procedures is an asset.
- Planning, organization, and time management skills.
- Ability for direct, in-person contact with on-site staff and clients; adherence to health and safety protocols is required.
- Eligibility to meet Canada Summer Jobs requirements of being between 16 to 30 years of age at the beginning of the employment period; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada. International students are not eligible participants, including anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are not eligible.
- A satisfactory criminal records check is a condition of employment which Archway will make arrangements for the successful candidates.

**Closing date is May 04, 2025.**

#### **TO APPLY**

Interested applicants are to reference **Posting #CSJ-2025-100-01 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #CSJ-2025-100-01

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*