

ACCOUNTS RECEIVABLE CLERK

Reporting to the Chief Financial Officer, you will join a small and cohesive team in the Business Office of the Louis Brier Home and Hospital, located at 41st Ave. and Oak St. in Vancouver.

You will be responsible for procedures related to services for over 275 elderly residents, including billings, payments, deposits, Journal Entries, and reconciliations of accounts receivable and trust accounts held on behalf of residents.

For success in this role, you will bring skills gained from accounting courses and several years related work experience along with excellent interpersonal and organizational skills.

The hourly rate for this position is \$21.59, with excellent vacation and benefit programs.

For more information, please visit www.louisbrier.com

To apply, please send resume to jfawcett@louisbrier.com