



**Job Posting:** Non-Profit Bookkeeper

**Position Type:** Part-Time

**Hours:** 24 hours a week with some evenings/weekends (for events)

We are looking for an onsite Bookkeeper, to join our team at Cyrus Centre. The administration office is located at our Abbotsford location. We interact daily with vulnerable persons who struggle with poverty, addictions, homelessness, and mental health issues, and we offer them support, hope and love through our services in Abbotsford, Chilliwack, and Alberta.

**EDUCATION AND EXPERIENCE:**

- Proven experience in bookkeeping preferably in a non-profit setting with a min. of 3 years experience.
- Completed courses in Bookkeeping levels 1 & 2
- Strong knowledge of accounting principles including:
- Proficiency in accounting software (eg. QuickBooks, Sage), computer literacy, including Microsoft Office, spreadsheet software, and various databases. Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Administration skills
- General office equipment knowledge and experience.
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*This job is permanent, Part-time (could lead to full-time) - wages to be discussed*

**About our organization:** Cyrus Centre is a faith-based ministry providing shelter, housing and support services for youth & families experiencing homelessness or at risk of homelessness in British Columbia and Alberta. Our mission is to show God's love with practical and relational care to youth and families in need.

**To apply for this positions, please send a resume and cover letter 'Attention Bookkeeper position' to [admin@cyruscentre.com](mailto:admin@cyruscentre.com). Those selected for the interview will be contacted.**