

# Unique Employment Opportunity at The PACE Program:

Working together to foster emotional well-being in our community through connection, support and education.

## ***Bookkeeping with experience in the Social Service Sector: starting at 7 hrs/wk with possible expansion to more hours***

The PACE Program is looking for a creative and flexible individual, with experience in the Social Service sector, to join our supportive and skilled professional team. This is a part-time opportunity to initially provide bookkeeping services, with the possibility to expand to building and office operations, and administrative support, at our Marpole location. PACE is a CARF accredited agency funded primarily through the Ministry of Children and Family Services (MCFD). PACE offers unique and innovative services, through various programs that work in partnership with families, caregivers and other professionals to support people in reaching their potential.

At PACE, we believe strongly in supporting team members' growth, and welcome those who are interested in joining us in this pursuit. We provide regular consultation and ongoing professional development opportunities.

### **What you Bring:**

- Advanced bookkeeping skills with proficiency in SAGE accounting software, essential
- Current and satisfactory Criminal Record Check required
- Experience in the Social Service sector
- A post-secondary degree, certificate or diploma in a relevant field (such as Business Administration) or minimum of five years of demonstrated relevant experience
- Strong organizational skills
- Excellent collaboration and interpersonal skills
- Able to be flexible
- Strong communication skills, both written and oral
- Tactfulness, discretion, and cultural sensitivity
- Ability to operate standard office equipment

### **What we offer:**

- Starting at 7 hours per week and \$32.00/hr. (possibility for hours to expand to 20 hours or more)
- Health Care benefits offered for 20 hours/week or more
- A supportive and caring work environment
- Collaborative team
- Rich learning and personal/professional growth opportunities

For more information, please visit our website: [www.thepaceprogram.ca](http://www.thepaceprogram.ca)

Please forward **resume AND cover letter** to: [careers@thepaceprogram.ca](mailto:careers@thepaceprogram.ca)

Posting will continue until position is filled.

*Note: Interviews will be scheduled as resumes received. Only those short-listed will be contacted*

**Acknowledging that we live, work and play on the traditional unceded territories of the Coast Salish Peoples – sḵw̓x̓wú7mesh (Squamish), sel̓ílwitulh (Tsleil-Waututh), and x̓<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam) Nations.**