

Unique Employment Opportunity at The PACE Program:

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

Bookkeeper/Administrative Position: 20-30 hours/week.

Start date: December 1, 2025

Position requires strong financial skills and experience in the Social Service/Non-Profit Sector.

The PACE Program, a not-for-profit agency providing services to young children and their families, is looking for a creative and flexible individual to join our supportive and skilled professional team. This is a part-time opportunity to provide bookkeeping services, payroll, and other financial and administrative responsibilities. PACE is a CARF accredited agency funded primarily through the Ministry of Children and Family Services (MCFD).

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
- Experience in the Social Service/ Non-Profit Sector required
- Payroll experience required
- Current and satisfactory Criminal Record Check required
- A post-secondary degree, certificate or diploma in a relevant field (such as Business Administration)
- Ability to operate standard office and technology equipment
- Other skills required:
 - Strong organizational ability
 - Excellent collaboration and interpersonal skills
 - Ability to be flexible
 - Strong communication skills, both written and oral
 - Discretion and cultural sensitivity

What we offer:

- 20 – 30 hours per week hours per week
- Competitive benefit package
- Compensation range: \$3033 - \$4550 per month
- A supportive and caring work environment
- Collaborative team
- Rich learning and personal/professional growth opportunities

Acknowledging that we live, work and play on the traditional unceded territories of the Coast Salish Peoples – sḵw̓xwú7mesh (Squamish), sel̓ilwiltulh (Tsleil-Waututh), and xʷməθkʷəy̓əm (Musqueam) Nations.

For more information, please visit our website: www.thepaceprogram.ca

Please forward **resume AND cover letter** to: 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