



Employment Opportunity

Position Title: Billing Analyst

Position Number: 2018-87

Department: Finance

Days/Hours of Work: Monday – Friday , 37.5 hours per week

Location: 2723 Quadra St, Victoria BC

Remuneration: Commensurate with experience and qualifications

Posting Period: Until filled

Status: Regular, Full-Time

Start Date: As soon as possible

Union: Exempt

JOB SUMMARY:

We're looking for an energetic and dynamic individual to join our Finance team to assist in billing, accounting, and project work.

Beacon Community Services (BCS) is an award-winning and accredited not-for-profit organization that helps people and improves lives through a range of programs and services including home support, employment services, thrift store and volunteer services, children's programs and residential care.

We offer the successful candidate a rewarding, stimulating professional environment, competitive salary and benefits, and the opportunity to support work that helps people and improves lives in a beautiful, internationally-renowned, small city known for its mild climate and the quality of its many cultural and outdoor activities.

DUTIES AND RESPONSIBILITIES:

- Join billing team in monthly billing processing including client statements and reporting;
- Demonstrate excellent customer service when dealing with client billing inquiries;
- Process cheque, EFT and credit card payments as needed;
- Manage Collections on Overdue Accounts;
- Client Account reconciliations;
- Participate in month end and yearend audit;
- Work with other Project team members on process improvements;
- Liaise with various Managers on resolving billing discrepancies;
- Other ad hoc projects and tasks as needed;

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's degree in business, accounting, or finance;
- Minimum 2 years accounting experience and/or enrolled in a Professional Accounting Program;
- A Clear Criminal Record Check;
- WHMIS Certification (completed upon hiring).

KNOWLEDGE, SKILLS AND ABILITIES:

- Able to work well under pressure and meet set deadlines;
- Attention to detail;
- Critical thinker who pays attention to detail and is organized;
- Strong interpersonal and communications skills along with the ability to problem solve with minimal direction;
- Knowledgeable user in SAGE ACCPAC is desirable;
- Intermediate to advanced Excel knowledge (minimum knowledge includes pivot tables, sorting, filtering, vlookups).

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number 2018-87.

Please note only those applicants who are selected to continue in the recruitment process will be contacted.