



## Business Support Technician

**Date Posted:** January 11, 2023

**Competition Number:** 160-22/23

**Location:** Kelowna, BC

BGC Okanagan invite's applications from qualified individuals for the position Business Support Technician. The technician will perform a variety of clerical duties in support of the organizations licensed Child Care programs, such as creating and collection of invoices, enters data into computerized systems and maintains a variety of records.

### We can provide:

- Flexible hours and a fun, positive team environment
- Many opportunities for professional development
- Benefit package including RRSP
- Child Care discount

### Duties and Responsibilities:

- Maintain spreadsheets on Club's billing information.
- Process changes in accordance with submitted forms from Clubs.
- Create invoices for Licensed Child Care Programs using Sage300 Accounts Receivable.
- Records payments into Sage300 Accounts Receivable, including Club Daily Deposit Tracking and Weekly Deposit packages.
- Processes PAD's and PACC's.
- Follow up on outstanding invoices.
- Completion of subsidy claims for the Ministry.
- Create and submit monthly Child Care Operating Grant enrollment numbers to the Ministry.
- Centralize communication to and from families and Clubs.
- Provide mid-month and month end reports.
- Files documents such as invoices, banking info and accounts receivables; maintains the filing system in accordance with established guidelines.
- Prints pre-defined reports from computerized systems.

### Skills and Qualifications:

- Grade 12, plus accounting related post-secondary courses.
- Proficient in Microsoft Excel, Outlook and Word.
- Three years related experience and/or an equivalent combination of education, training and experience.
- Familiar with and experience with Sage300 Accounting Software.
- Previous billing and accounts receivable experience.

**Hours:** 35 hours per week: Monday to Friday

**Rate of Pay:** Competitive salary, RRSP, benefits, paid vacation and sick time

**Closing Date:** January 22, 2023

### Application Process:

Please apply in writing with a cover letter and resume to:

E-mail: [jobs@bgco.ca](mailto:jobs@bgco.ca)

*As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made. You will only be considered for a position with BGC Okanagan if you're legally entitled to work in Canada. Eligible applicants include: Canadian citizens, permanent residents and refugees in Canada with legal status. We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.*