ISLAND COMMUNITY MENTAL HEALTH

Position Title:	**Accounting Clerk 2**	**Days of Work:**	**Monday-Friday**
Benchmark Title:	Financial Clerk 2	**Hours of Work**	08:30-16:00
Department:	Administration	**Union:**	HEU
Reporting To:	Director of Finance & IT	**Start Date:**	ASAP
Classification:	10	**Status:**	Full-Time, Regular
		Posting Number:	02-2026-08

Operating since 1956, Island Community Mental Health (ICMH) is a leading non-profit organization committed to delivering best practices in evidence based programming and service provision within the mental Health and substance use sector.

ICMH provides person centered, recovery oriented, and psycho-social rehabilitation (PSR) informed-care across a spectrum of services including housing and housing supports, group and one-on-one programming, and in Licensed Care settings.

We promote personal wellness and community integration by providing meaningful and effective services to our clients, residents and community members living with the experience of mental health challenges.

More information is available at: www.icmha.ca

ROLE SUMMARY

Financial Clerk 2 works under the general direction of the Director of Finance to perform complex duties related to one or more of the following areas: payroll, billing, and/or accounts payable, such as posting to general ledger and reconciliations Maintains records and spreadsheets and prepares government remittances. Works with Human Resources and Housing departments to carryout status changes and general administration.

DUTIES AND RESPONSIBILITIES

1. Processes financial information such as payroll (semi-monthly), accounts receivable, billing and/or accounts payable by performing duties such as entering and updating records, posting accounts payable entries to the general ledger, completing trial

balances, following up on overdue accounts and making decisions regarding related action. Identifies reasons for discrepancies, and takes corrective action.

2. Maintains records and prepares government remittances including GST and WCB. Receives direction to calculate retroactive payments and entitlements. Assists with the preparation of financial statements and annual T-4 slips, and collects information required for budgets and audits.

3. Answers inquiries by telephone, email and in person. Identifies problems and takes corrective action.

4. Works with Human Resources processing new employee benefit enrollments and any status changes. Supports the Housing department with general record keeping, filing and other necessary housing paperwork.

5. Performs payroll duties such as reconciling payroll deductions, and verifies payroll information. Investigates and resolves discrepancies, and follows up on problems.

6. Performs cash management duties such as receiving, recording, and balancing cash transactions, making bank deposits, maintaining and balancing petty cash accounts and resident cash accounts.

7. Maintains the procedures and training manual for the Finance department.

8. Supports the Administrative team covering front desk vacation when necessary.

9. Performs other related duties as assigned.

QUALIFICATIONS

Education, Training, and Experience

Accounting Certificate
Recent, related experience of two years

Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

OTHER REQUIREMENTS

- Clear criminal record check through the Solicitor General
- Negative TB test
- Up-to-date on Provincial immunization schedule

Skills and Abilities

- Exceptional interpersonal and relationship-building skills, with the ability to communicate clearly, professionally, and collaboratively through both verbal and written communication.
- Demonstrated ability to effectively use current workplace technologies and adapt to new digital tools and systems.
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to type at 50 wpm
- Business writing skills
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of practices and procedures related to accounting and payroll