



Saskatoon Crisis Intervention Service (SCIS) – Accounting Clerk

Saskatoon Crisis Intervention Service (SCIS) is a community-based organization that provides support, care and connection for people in crisis 24 hours a day through a full range of telephone and mobile services. SCIS intervenes and manages social, emotional and psychological emergencies for people experiencing acute and ongoing distress in the areas of mental health, substance use, suicide prevention, family problems, child abuse and neglect. In addition to crisis services, SCIS provides intensive community support for people who have significant and enduring mental illness and provides support to access and secure long-term housing.

We are currently recruiting for an **Accounting Clerk – part time (30hrs/week)**.

The Accounting Clerk reports to the Accounting Manager and provides day-to-day financial transaction processing and support. This includes handling vendor payments, receivables, and reconciliations, as well as assisting with payroll-related entries, while ensuring the accuracy and timeliness of accounting records.

Excellent benefits package after 300 hours.

Qualifications:

- Must have a minimum 2-year diploma in Accounting, Business Administration, Finance or related field from a recognized post-secondary institution.
- Minimum 2-3 years of experience in accounts payable/receivable.
- Proficient with SAGE 50 and Microsoft Office 365.
- Strong attention to detail and organizational skills.
- Ability to handle confidential information.
- Valid driver's license (Driver's Abstract required).
- Must agree to a Criminal Record Check including Vulnerable Sector Search.

Terms of Employment:

- Term position ending March 31, 2027 with possibility of extension.
- Starting wage: \$26.08 per hour (under review)

Working Conditions:

- (0.8) term
- Office based
- Daytime hours Monday – Friday, no statutory holidays
- Maintain high level of concentration and self-regulation under pressure, balancing multiple demands and priorities. Indirect and direct exposure to traumatic and distressing situations. Requires self-care practice and emotional regulation.

How to Apply:

To apply please email cover letter, resume and references to Lisa Gavelis at resume@saskatooncrisis.ca

Only applicants selected for interviews will be contacted.