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Posted: Monday March 9th, 2026

JOB POSTING

Billing Coordinator – Permanent Part-time

Castlegar Community Services Society (CCSS) is seeking a **Billing Coordinator** to join our team on a permanent part-time basis.

Summary of the Duties and Responsibilities of the Position: Works as part of the Seniors Services Team (Better at Home/West Kootenay Volunteer Driver program/Community Connector), supporting clients, program coordinators and management team as required. Ensures consistency, efficiency and best practices for best outcomes for programs, team, and clients. Reports to the Manager of Seniors Services, works closely with the Finance Manager and other members of the Seniors Services team.

Details of the Position:

1. Hours: 13.5 hours per week
2. Benchmark: Bookkeeper
3. Standard Wage Grid: 10, JJEP Wage Grid

Key Responsibilities:

Provides administrative and financial support to the Seniors Services programs, including Better at Home, the West Kootenay Volunteer Driver Program, and Community Connector. Responsible for client billing, account monitoring, bookkeeping, and maintaining accurate financial and program records to support efficient program operations. Works closely with program staff and management to address client inquiries, support reporting requirements, and ensure consistent and effective service delivery.

Qualifications:

- Grade 12, plus post secondary courses of up to two (2) years in areas such as bookkeeping, payroll or office procedures.
- Two (2) years recent related experience or an equivalent combination of education, training and experience.

Skills and Abilities:

- Strong organizational, administrative, and bookkeeping skills with attention to detail and accuracy.
- Ability to manage multiple tasks, maintain confidential information, and meet deadlines in a busy program environment.
- Strong communication and interpersonal skills when working with clients, staff, and partners.
- Proficiency with basic accounting systems, spreadsheets, and office software.
- Ability to work independently while contributing effectively as part of a collaborative team.

Additional Requirements

- Successful completion of a Criminal Record Check.
- Ability to maintain confidentiality and professional ethical standards.
- Union membership required.

CCSS is an Environmentally Sensitive Space: Please keep the space we all share healthy with environmental sensitivities reduced; this includes fragrances, masking agents and common allergens such as nuts.

Start Date: **As soon as possible**

Closing Date for Applications: **Ongoing until position filled.**

Application Process: Send a cover letter detailing your interest in the position and resume by the closing date and time noted above to info@cdcss.ca. Please put *Billing Coordinator* in the subject line.

<JOB DESCRIPTION FOLLOWS>

Benchmark Title: Bookkeeper

Grid Level: 10, JJEP Wage Grid.

Job Title: Billing Coordinator

Job Summary: Works as part of the Seniors Services Team (Better at Home/West Kootenay Volunteer Driver program/Community Connector), supporting clients, program coordinators and management team as required. Ensures consistency, efficiency and best practices for best outcomes for programs, team, and clients. Reports to the Manager of Seniors Services, works closely with the Finance Manager and other members of the Seniors Services team.

Key Duties and Responsibilities

1. Creates and distributes monthly client billing for services provided, posts payments, monitors client accounts, answers client queries and assists with data collection and quarterly reporting.
2. Works with clients to address queries. Gathers information and presents to Supervisor for decision making. Follow up with clients as delegated.
3. Performs bookkeeping duties such as recording, posting and processing day-to-day transactions. Processes one or more of accounts receivable, accounts payable and payroll.
4. Maintains and updates accounting records. Performs bookkeeping duties such as coding, recording, posting and processing day-to-day transactions. Processes one or more of accounts receivable, accounts payable and payroll.
5. Monitors and reports overdue accounts to Manager on a regular basis. Follows up with clients as required/directed.
6. Codes source documents such as invoices, payments and receipts to the appropriate accounts.
7. Prepares and issues invoices and follows up on late accounts in accordance with established procedures.
8. Creates and maintains program operations manuals in collaboration with program coordinators and under direction of supervisor.
9. Prepares various accounting summaries and reports. Compiles, maintains and produces statistics and reports as requested.
10. Performs other related duties as required.

Qualifications

Education and Knowledge: Grade 12, plus post secondary courses of up to two (2) years in areas such as bookkeeping, payroll or office procedures.

Training and Experience: Two (2) years recent related experience. Or an equivalent combination of education, training and experience.