



## **JOB POSTING #2025-066**

**Internal / External Posting**

**Union: CUPE F**

**Posting Date: October 22, 2025**

**Posting Closing: November 5, 2025**

**Salary Range: \$21.070 to \$23.715/hour**

### **Opportunity: Accounting Clerk**

**Site/Base Location: Women's Health Clinic Graham**

**Hours: 0.8 FTE / 32 hours per week**

**Shift: Monday – Thursday 8:30am to 4:30pm on-site**

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens.

### **Position Summary:**

This position is responsible and accountable for accounts payable, accounts receivable, and donation processing.

1. Responsible for the full cycle of accounts payable processing
2. Assists with the regular review of suppliers
3. Responsible for the full cycle of accounts receivable processing
4. Reconciles petty cash & credit card statements
5. Process donations and prepare charitable receipts and acknowledgment letters
6. Provides administrative backup and support

### **Our Requirements:**

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

### **Candidates must have:**

- Diploma in bookkeeping, accounting, and/or business administration
- One to two years of accounts payable and payroll experience or equivalent combination of education and experience
- Strong Excel, Microsoft Word and accounting/reporting software (e.g. Great Plains or similar)
- Must be legally able to work in Canada
- Satisfactory Criminal Record check, Adult Abuse Registry check and Child Abuse Registry check.

### **Assets:**

- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices

### **APPLICATION PROCESS:**

- Email cover letter & resume (pdf or MS word document) to [WHChr@womenshealthclinic.org](mailto:WHChr@womenshealthclinic.org)
- **MUST INCLUDE Reference Job Posting #2025-066 in email subject line.**

For a full position description go to: <https://womenshealthclinic.org/careers>

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women\*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ\* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

**We thank all applicants for their interest; however, we will only contact candidates we wish to interview.**

*\*We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, <https://womenshealthclinic.org/>*