



## Josephine Smart Accounting Manager

Colliers International  
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### COMPANY EXPERIENCE

Jo has a diverse background in all aspects of accounting and office procedures. As the accounting manager for Centre Group, Jo's primary responsibilities include financial reporting, capital expenditures and budgeting along with entering budgets into the system, purchase order control, payables and payments, billings, accounts receivable and the processing of incoming and outgoing moneys and all status reports.

### PRIOR EXPERIENCE

Canadian Adult Communities – Office Administrator

Supervised daily operations of the office. Coded and posted payables, completed documentation of title transfers, collection of lease payments and administered bank pre-authorized payment plans.

Canadian Western Bank – Retail Manager

Duties included handling of investments for customers along with supervision of 6 staff members, tellers and customer service representatives.

Okanagan Insurance Services – Accounting Clerk

Accounting duties including recording bank deposits and reconciliation, accounts payable and receivables, payroll and specific batching, month-end reports.

Okanagan North Growers Co-op – Accounting Clerk

Temporary position, duties included computer data entry, filing, accounts reconciliation, and general office duties.