



SURROUNDED BY CEDAR CHILD & FAMILY SERVICES

Temporary Employment Opportunity

FINANCE ASSISTANT – Part-Time (Up to 20 hours/week)

JOB TITLE:	Finance Assistant	JOB STATUS:	Part-Time, One-Year
DEPARTMENT:	Finance	REPORTS TO:	Finance Manager

Located on the traditional territories of the Lkwungen People, Surrounded by Cedar Child & Family Services' (SCCFS) vision is of healthy children who will grow up connected to their families, communities and cultures. As an urban Delegated Indigenous Agency, SCCFS is committed to providing child welfare and support services that are rooted in strong cultural values and beliefs while focusing on the enhancement of resiliency in the urban Indigenous community.

Surrounded by Cedar receives its delegation through the Provincial Director of Child Welfare, who gives the agency the authority to undertake administration of parts of the *Child, Family and Community Service Act (CFCSA)*. Under its current delegation agreement, Surrounded by Cedar is able to administer C4 services (Guardianship).

SCCFS strives to be a culturally safe employer, with a keen focus on Indigenous recruitment and retention. While working at the agency, employees will be involved in various cultural knowledge sharing opportunities, activities and ceremonies, while being actively engaged in urban Indigenous community events.

Job Summary:

The Finance Assistant is an integral member of the Surrounded by Cedar Child & Family Services' team and is responsible for a range of financial and operational tasks and activities. Collecting data and recording relevant financial transactions will be a consistent part of the Finance Assistant's functions, along with some general administrative and office management duties. The Finance Assistant will also be responsible for maintaining financial records, processing payments, preparing budgets for funding proposals, salaries, and budget forecasts and analysis.

Key Duties Responsibilities of the Finance Assistant:

Under the supervision of the Finance Manager, the Finance Assistant will be responsible for a variety of financially related duties, including:

Bookkeeping/Payables:

- Receiving, recording and processing accounts payable within the agency's accounting system.
- Verifying and processing employee expense claims.
- Verifying and processing employee credit card transactions.
- Working with the agency's leadership team regarding missing or misallocated payables.
- Recording and distributing invoices.
- Assisting with payment and bank reconciliation tasks.
- Coordinating cheque signings with the agency's Board of Directors.

Payroll:

- Preparing payroll, transmitting EFT for direct deposit, maintaining payroll files and records, and maintaining employee leaves.
- Remitting Canada Revenue Agency deductions.
- Administering and acting as a reporting officer for WCB and employee group benefits packages.
- Processing terminations and/or leaves using ROE web.
- Assisting with the onboarding of new staff.



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General Tasks:

- File management, records retention and records destruction.
- Assisting with general office and administrative related duties as assigned.
- Attend agency functions, training sessions, and staff meetings as required.

Required Knowledge, Skills and Abilities of the Finance Assistant:

- Ensures professionalism in all aspects of the job while maintaining a high level of confidentiality.
- Demonstrates a strong team spirit, excellent communication (written and oral) skills, and a positive approach to financial management and accountability.
- Works collaboratively with all members of the Surrounded by Cedar team.
- Able to present numerical data effectively and prepare and produce various financial reports.
- Excellent organizational, time management and administrative skills, paying close attention to detail.
- Proficient in the use of computer software applications, databases, spreadsheets and word processing.

Education and Experience Required for the Finance Assistant Job:

- One to two years of related post-secondary education.
- Minimum one (1) year of experience in an administrative or finance role.
- Demonstrated knowledge pertaining to financial documentation management, records retention and records destruction periods.
- Proficient with Microsoft programs including Outlook, Excel and Word.
- Excellent oral and written communication skill.
- Able to translate financial concepts effectively while engaging with colleagues who may not have financial backgrounds.
- Experience with the Jonas System would be an asset.

Note:

- Must provide a clear vulnerable section Criminal Records check.
- Due to the financial nature of this position, may be asked to complete a credit check.
- May be required to work evenings and/or weekends from time to time.

Wage: \$19.98 - \$22.54

Preference will be given to applicants who self-identify as Indigenous as per Section 41 of the BC Human Rights Code.

Closing Date: Friday, September 28 at 4:30p.m.

Please submit your resume and cover letter, which clearly outline how you meet the qualifications required for this position, to the attention of:

Maria Owen, Finance Manager
Email: maria@sccfs.com
Fax: (250) 383-2509

Only those selected for an interview will be contacted.