

# POSTING

## FINANCIAL ADMINISTRATOR - EMPLOYMENT SERVICES

Permanent Full Time (35 hours per week) - 2 Positions

### Finance

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The Financial Administrator for Employment Services is responsible for identifying, developing and administering all financial aspects of the Society's employment projects, as well as preparing various accounting records and reports.

#### KEY DUTIES AND RESPONSIBILITIES

- Administers policies and procedures related to the requirements of WorkBC Employment Services.
- Prepares, monitors and assesses all financial activities and daily revenue reports of the Society's employment projects.
- Reviews and approves Integrated Case Management (ICM) and Contract and Financial Management System (CFMS) transactions; reconciles ICM/CFI records to the Society's General Ledger and accounts receivable and payable systems.
- Prepares statements of cash flows and forecast models.
- Develops and maintains an infrastructure that ensures the financial integrity of the Society's employment programs.
- Liaises with personnel, at the Society's employment services centre, subcontractors, suppliers and funders, to support operations. Attends meetings, as required.
- Works closely with the Society's Comptroller preparing and reviewing all appropriate entries, researching issues, and coordinating the reporting process of the Society's employment projects.
- Provides daily, month- and year-end statistical, unit cost and financial reporting. Follows up with stakeholders to resolve discrepancies, verifying balances and reconciling to bank records.
- Prepares and distributes invoices to funders and subcontractors; follows up with reminders and telephone calls related to late or delinquent payments.
- Develops and maintains efficient and systematic accounts receivable/payable procedures for entering, coding, processing and posting transactions.
- Handles accounts receivable/payable as well as direct deposit payments/receipts; prepares accounts receivable/payable accruals and reconciles receivable/payable accounts, including payables/receivables to/from subcontractors and funders.
- Prepares financial reports to funders and other stakeholders.
- Performs filing of accounts receivable and payable and other records.
- Ensures financial recording accuracy and compliance with established procedures, financial policies and internal controls.

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 03/15/2019

OCS Posting #:A21299

## QUALIFICATIONS

### Education, Training, and Experience:

- Two-year accounting diploma, or equivalent.
- One-year of experience in financial accounting.
- Advanced knowledge of Microsoft Excel and Word and ACCPAC, are required.
- Experience with ICM/CFMS.

### Job Skills and Abilities:

- Proven communications, time management, analytical and organization skills.
- Knowledge of Generally Accepted Accounting Principles.
- Strong technological skills, including proficiency in Microsoft Excel, ICM/CFMS and ACCPAC General Ledger and Accounts Receivable/Payable modules, are required.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Service-orientated mindset and the ability to be both pro-active and responsive to employee and management enquiries.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Must be sensitive to and respectful of cultural and lifestyle diversity.

\* An eligibility list will be maintained for up to 6 months.

**COMPENSATION:** \$29.15 to \$32.82 (to commensurate with education & experience)

**BENEFITS:** Comprehensive benefit package & MPP after 3 months

**CLOSING DATE:** Resumes will be reviewed starting [March 22, 2019] but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Ivan Menendez, B.A.S., M.B.A.  
Deputy Executive Director/Chief Financial Officer  
Options Community Services Society

Email: [ivan.menendez@options.bc.ca](mailto:ivan.menendez@options.bc.ca)

**No phone calls please.**

**Please forward a cover letter and a copy of your school transcripts, for post-secondary business and accounting courses, and clearly indicate the posting number [#A21299].**

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