

We're Hiring!



FINANCIAL ADMINISTRATOR

Posting Requisition	<i>22026</i>	Program	<i>Administrative Services</i>
Job Type	<i>Regular, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open until filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position 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.

ACCOUNTABILITIES

- 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/CFMS records to the Society's General Ledger and accounts receivable, payroll and payable systems.
- Provides daily, month and year-end unit cost, financial, and statistical reporting, including key performance measures. 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.
- Prepares reports for funders and other stakeholders.
- Liaises with personnel, at the Society's employment services centre, subcontractors, suppliers and funders, to support operations. Attends meetings, as required.
- Ensures financial recording accuracy and compliance with established procedures, financial policies and internal controls.
- Performs other duties as required and will follow written and verbal directives from his or her immediate supervisor, or designate.

QUALIFICATIONS

Education, Training, and Experience:

- Degree/Diploma in finance, accounting, or a related field.
- A minimum of 1-year experience in financial accounting.
- Advanced knowledge of Microsoft Excel and Word and SAGE 300 are required.
- Experience with Integrated Case Management (ICM) or Contract and Financial Management System (CFMS) is an asset.

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Skills and Abilities:

- Proven communication, time management, analytical and organization skills.
- Knowledge of Generally Accepted Accounting Principles.
- Strong technological skills, including proficiency in Microsoft Excel, ICM/CFMS, SAGE 300, 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.
- Have no relevant criminal history.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

PLEASE APPLY TO: Kamal Johal, Assistant Program Manager
Options Community Services Society
Email: kamal.johal@options.bc.ca

No phone calls please

Please include a cover letter clearly indicating the posting number [posting #22026] and outlining your qualifications and related experience for the position.