

We're Hiring!



PROGRAM FINANCIAL ASSISTANT

Posting Requisition	<i>22501</i>	Program	<i>WorkBC Employment 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>

Salary - \$24.16- 25.00 hourly (subject to our funding model)

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.

The Program Financial Assistant is responsible for performing, coordinating and overseeing financial and office administrative duties including data quality corrections, and sustained outcomes follow-up (4, 24 & 52 week) to enhance key performance measures and program outcomes. The Program Financial Assistant is also responsible for providing backup to the Administrative Assistant and Client Services Representative positions.

ACCOUNTABILITIES

- Conduct 4, 24- and 52-week sustained outcome follow-up and ensure job sustainment documentation for outcomes are accurately captured and entered in ICM.
- Perform data quality and Ministry invoice corrections
- Reconcile program sustained outcomes fees with finance.
- Order/purchase and maintain supplies. Keep inventory for office supplies, food vouchers, bus tickets and other supplies for clients.
- Managing orders, invoices and receipts/documentation from schools, daycares and office service providers.
- Complete program statistical reports related to COA and Ministry inquiries.
- Provide backup to the Administrative Assistant and Client Services Representative positions as follows:
 - Make job start support purchases and registration for short term training
 - Greet clients, manage incoming telephone calls, schedule appointments, and organize daily client flow.
 - Answer questions and provide accurate information regarding the WorkBC Employment Services.
 - Maintain all required forms/assisting clients to complete initial intake forms online.
 - Dispensing and tracking transportation, job starts and other financial supports as required

QUALIFICATIONS

Education, Training, and Experience:

- Demonstrated success in an Administrative/Bookkeeping or similar role.
- Completion of high school preferably with post-secondary administrative certificate/diploma.
- Thorough knowledge of employment services and well-rounded knowledge of services and resources in the community.
- Advanced computer skills in MS Office and Internet; ICM experience an asset.

Skills and Abilities:

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 24-Jan-11

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- Demonstrated understanding of designing and developing effective marketing materials
- Organized and comfortable working in a multi-tasking, fast-paced environment.
- Exceptional communication and listening skills to ensure clients feel respected, heard and supported.
- Ability to organize and carry out duties with independence and professionalism.
- Alert to the needs of a performance-based business model.
- Strong ethics around confidentiality.
- Flexible and committed to contributing to a team - 'can do', 'will do' attitude.
- Competent in relating to very diverse clientele; patient and calm when handling challenging situations.
- Must be sensitive to, and respectful of, cultural and lifestyle diversity.
- Second language/Crisis Line experience is an asset.
- Car and Valid Driver's License is an asset

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.

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

PLEASE APPLY TO: Glynis Soares, Program Manager
Options Community Services Society
Email: employmentservices@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22501] and outlining your qualifications and related experience for the position.