

Responsible To

The Finance and Admin Support Assistant shall report directly to the Accountant.

Job Summary

Under the direction of the Accountant, the Finance Assistant is primarily responsible for providing backup to the Payroll Administrator and administrative support services for the Home Share department. The incumbent works closely with and takes general direction from the Accountant and the Director of Home Share, providing support as required.

Responsibilities

1. Payroll Support:

- Provides general support each pay period to the Payroll Administrator.
- Processes payroll changes prior to each pay period.
- Provides relief for the Payroll Administrator as needed.

2. Processing Accounts Payable:

- Under the direction of the Accountant:
 - Manages the processing of invoices (received electronically and in paper format) and cheque requisitions on a timely and accurate basis, and maintains accurate records and files of the same:

3. Home Share Administrative Duties:

- Data entry
- Maintaining electronic filing system
- Receiving and directing phone calls and email communication
- Sending and receiving program intake forms and information
- Drafting and editing forms, spreadsheets and reports
- Scheduling and tracking reporting forms and home inspections
- Posting and managing recruitment adds relating to the Home Share Program
- Drafting monthly reports
- Delivering and retrieving documentation to and from home share providers in the community
- Assisting the Program Coordinator with special projects
- Maintaining website
- Attending interagency meetings
- Minute taking
- Scheduling staff training and preparing/organizing student materials
- Other duties as requested.

Qualifications

- Minimum of two years' experience working in an office environment.
- Minimum of one years' formal payroll and/or accounting training or equivalent combination of relevant post-secondary education and experience.



job description

Finance and Admin Support Assistant

- Excellent computer skills – knowledge of Microsoft Word and Excel and computerized accounting systems.
- Excellent written and oral communication skills.
- High standard of attention to detail, along with accurate data entry skills.
- High standard of professionalism.

Conditions of Employment

- Valid BC Driver's License.
- Criminal Record Search upon commencement of employment and every five (5) years thereafter, providing clearance to work with vulnerable persons.
- TB test with a negative result (per the Residential Care Regulation).
- Flu shot or preventative measures as mandated by the Ministry of Health – Community Care Licensing.
- COVID-19 vaccinations as mandated by Public Health Order.

Other

- The Finance and Admin Support Assistant is not required to be a member of the employees' union.

Reviewed

- November 2024