



## **Part-Time Employment Opportunity Finance Assistant**

### **Job Summary:**

This position is part-time, 18 hours per week.

The Financial Assistant will be responsible for accounts payables, payroll and in conjunction with the Office Manager/Finance Administrator oversees the accounting and financial functions of the organization. Ensures accurate recording and reporting of financial information. Produces financial statements, analyzes financial information and provides advice on financial matters. Assists with general administrative duties as required.

### **Reports to: Finance Administrator**

### **Key Duties and Responsibilities:**

- Manage payables & receivables
- Prepare bank deposits
- Reconcile bank statements
- Prepare financial statements
- Assist in budget preparations
- Assist in Year End Audit
- Processing payroll for up to 40 employees
- Preparing GST submissions, payroll source deduction returns, WCB, Pension Plan submissions
- General bookkeeping and accounting
- Assist with reception duties; answering phones; greeting clients as required
- Performs other related duties as required
- Monthly Account Reconciliations
- Payments to Foster Parents using RAP Systems
- Departmental reports as requested by department heads

### **Qualifications**

- Completion of Accounting Technician Diploma or Accounting Degree
- 2 year minimum experience working in the non-profit sector
- Completion of payroll designation or working towards Certification
- Knowledge of ADAGIO & PAYDIRT accounting and payroll systems
- Demonstrated experience with department accounting.

**OTHER**

- Successful applicant must pass a criminal record review
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry
- Salary Wage: \$26.10
- Union shop under the BCGEU Aboriginal Collective Agreement

**Submit Resume as Follows:**

Please send your resume along with 3 professional references to the Finance Administrator at Lii Michif Otipemisiwak Family and Community Services,  
707 Tranquille Road, Kamloops, B.C. V2B 3J1

[finance@lmofcs.ca](mailto:finance@lmofcs.ca)

Phone: 250-554-9486

Fax: 250-554-9487

<http://lmofcs.ca/>

**Deadline:** Wednesday May 23, 2018 at 4:30pm