



Vision

Our vision is that all Métis children, youth and families live with love, honour, dignity and respect knowing they belong to a strong, proud People with a unique heritage and cultural identity.

EMPLOYMENT OPPORTUNITY

Position: Payroll/Account Receivable Assistant. This is permanent part-time, 21 hours per week.

Geographic Catchment Area:

Kamloops which is located in the unceded territory of the Secwépemcul'ecw

Reports to: Finance Manager

Position Overview:

The Payroll/Accounts Receivable Assistant oversees all payroll accounting, account receivable ledgers and financial functions for Lii Michif Otipemisiwak Family and Community Services (LMO) and its subsidiaries. LMO is a fully delegated Métis child and family services agency. This includes, but is not limited to, ensuring accurate recording and reporting of timesheet entries, all related submissions to CRA, WCB, MPP, BCGEU. All aspects of Account Receivable. Entry of financial information, financial statements, analysis of financial information, providing advice on financial matters and assist with general administrative duties as required.

Duties and Responsibilities:

- Full accounting cycle responsibility including, but not limited to: Payroll, Accounts Receivable, and assisting with Accounts Payable, Bank Reconciliations.
- Full responsibility for all aspects of payroll, including all statutory payments to CRA, WCB, MPP, BCGEU, ROE'S, health benefits etc.
- Full responsibility for all aspects of outgoing invoicing, collection of outstanding balances, payment of all payroll related invoices, staff reimbursements.
- Monthly reports to Board of Directors, Management and other stakeholders as required.
- Assists in developing, implementation and updates to the financial framework for the office ensuring the full scope of financial services are provided to program staff and provides guidance and problem solving on financial issues.
- Ensures all financial requests are completed in a timely and efficient way.
- Participates in budget development by reviewing previous years' expenditures, anticipating future program and/or project needs and the impact on the administrative budget (i.e., salary, travel, training, office supplies, and equipment) and recommending administrative budget needs and expenditures.
- Coordinates financial activities (budgets, contract administration) for the agency ensuring compliance with financial policies and procedures and sets up and maintains agency financial tracking systems and files.
- Functions as the office's administrative resource for payroll verifying information for employee time sheets with department managers and employees.
- Prepares and/or oversees the preparation of documents such as reports, spreadsheets, and briefing notes by using desktop tools such as Word, Excel, PowerPoint, and Outlook.

Behavioural Competencies:

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Required Education, Skills and Abilities

- Post-secondary Diploma or Degree in Finance.
- Certified Payroll Speciality is an asset.
- Three to five years progressive experience with a non-profit organization in Finance with a proven track record in Payroll (40 plus employees) and Accounts Receivable.
- Experience working in a union environment of 40 plus employees.
- Successful applicant must pass a criminal record review.
- Ability to prioritize work assignments to balance multiple deadlines and demands.
- Ability to work with a variety of stakeholders and build effective relationships.
- Proficiency in departmental accounting and budgets.
- Proficiency using Adagio or other Module based Accounting Programs, which includes Paydirt, and an integrated HR system.
- Proficiency in the use of computer programs for accounting, word processing, databases, spreadsheets, email, and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Good oral and written, interpersonal and communication skills.
- Valid driver's license and access to a reliable vehicle, some travel may be required.
- Recognizes and respects all cultural diversity and has knowledge of Aboriginal culture.
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry.

Salary:

- Salary Wage: \$33.17-Grid 14-p as per the Aboriginal Services Collective BCGEU. Benefits included upon successful completion of probation period. This is a Union position.

Application Process:

Please send your cover letter, resume and 3 professional references (including one Auditor) to: Belinda DeGuglielmo, Finance Manager: Email: belinda.deguglielmo@gov.bc.ca

Application Deadline: Wednesday, January 20, 2021 at 1:30pm. Only those short listed will be contacted.