



The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous Early Learning and Child Care (IELCC). BCACCS is currently seeking an organized person with strong administration skills and experience supporting a finance department, to take on the position of Administrative Assistant - Finance at our provincial office in West Vancouver.

About the Position

The successful candidate will perform clerical duties and basic bookkeeping tasks to support financial operations under the supervision of the Director of Finance, while seeing to the everyday office reception duties.

The ideal candidate is self-motivated, has strong organization and analytical skills, is detail oriented, and has experience working in an Indigenous organization and/or non-profit setting.

Position Summary

The Administrative Assistant - Finance works closely with the Director of Finance to coordinate daily financial tasks, process invoices, support payroll, manage or create financial records, and maintain physical and digital filing of financial documents. They also attend the front reception desk and perform other clerical duties.

This position requires a person with strong organizational skills, who can juggle prioritizing and scheduling multiple tasks, who takes initiative, is eager to learn and collaborates effectively with management and all employees.

Responsibilities and Deliverables

- Manage confidential and sensitive information in support of the Director of Finance, Executive Director, and other senior staff, including the preparation and submission of financial documentation.
- Handling, preparing, and filing invoices.
- Preparing and tracking bank deposits.
- Maintaining inventory and equipment lists.
- Maintaining an organized and comfortable office environment, ordering office supplies.
- Provide general administrative functions and support for the Society.
- Work closely with the Director of Finance and Executive Director and other staff to support the audit process.
- Assist with special projects that require administrative support.

Qualifications

Training, Education and Experience

- A level of education, training, and experience equivalent to completion of a post secondary secretarial/administration training program Prefer degree or certificate in business administration.
- Two (2) years of experience supporting financial department and senior level management.

- Demonstrated ability to work independently using tact, discretion and confidentiality when preparing and disclosing information of a confidential/sensitive nature and in resolving issues and problems.
- Strong computer skills including knowledge of Microsoft suite and familiarity with accounting software.
- Excellent organizational skills and ability to prioritize workload and work under time pressures to meet deadlines.
- Strong interpersonal skills and a team player attitude.
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency.
- Demonstrated ability to communicate both verbally and in writing including the ability to respond politely and diplomatically to both external and internal inquiries.
- Genuine respect for Indigenous culture and protocols.
- Experience in an Indigenous organization preferred.

Conditions

Work is performed primarily on-site in an office environment. Full-time (35 hours per week). Occasional travel to attend meetings or training may be required. Must reside in the lower mainland. Must be available to work during regular business hours of Monday to Friday 9:00 am to 5:00 pm Pacific Standard Time. Successful applicants must follow established BCACCS Code of Conduct, agree to a criminal record check, adhere to BCACCS COVID-19 Health and Safety Policy and Provincial Health Office COVID-19 Guidelines, and be able to show proof of COVID-19 vaccination.

Application Specifics

Salary range: Commensurate with qualifications and experience. There is also an extended health plan and pension plan available after a three-month probationary period.

Closing date: June 12, 2022

Start date: June 2022

How to apply: Please submit a resume and cover letter explaining how you meet requirements to jobs@acc-society.bc.ca citing “Application for Administrative Assistant - Finance” in the subject line. All applications must include cover letter and resume.

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

**We thank all who apply.
Only candidates selected for an interview will be contacted.**