



Employment Opportunity Finance Officer

Purpose:

The position of *Finance Officer* will report to the Health Director and will be required for 3 days per week. This position will ultimately be responsible for the day-to-day management of the Society's financial transactions and procedures. You will demonstrate proficiency in managing all accounting activities including payroll processing, bank reconciliations, and accounts payable. The position will also be familiar with audit processes and budget preparations.

Responsibilities:

- Manage accounts payable and accounts receivable system including preparing all cheque requisitions, invoices, and maintaining proper documentation
- Preparing bi-weekly payroll, ensuring all payroll remittances are made, costing wages to the correct departments, preparing all Records of Employment and T4's, maintains group benefit plans, and maintaining all payroll records
- Assists the Health Director and Board of Directors in preparing the annual budget
- Works with the Society auditor in preparing and collecting all information required to complete interim and annual audits
- Prepares financial information and reports to all funding agencies
- Reviewing all supplier contracts and services and ensures all charges are appropriate and fair
- Ensures consistent grounds maintenance and keeps accurate records of Society vehicles, maintenance bookings and insurance

Qualifications and Skills:

- Degree in Accounting, Business/public administration or closely related field
or
Accounting Technician diploma with a minimum of five (5) years' experience
- Full knowledge of the theory and practice of accounting and auditing principles
- Good knowledge of budget preparation and control
- Strong organizational skills, highly motivated and flexible
- Strong verbal and written communication skills
- Demonstrates proficiency in computers, Microsoft Office Word and Excel spreadsheet applications

Additional Requirements:

- Possess a valid British Columbia driver's license, able to submit current drivers abstract and have reliable transportation
- Complete and clear the Police Information Check with Vulnerable Sector Screening

Please forward your cover letter and resume along with business references to:

Q'wemtsin Health Society
Attn: Human Resources Department
130 Chilcotin Road
Kamloops, BC V2H 1G3

E-mail: hr@qwemtsin.org

Position deadline: May 30, 2018.

We thank you all for your submissions – only those who are short-listed will be contacted.