

The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Finance Clerk

Classification: Financial Clerk I

Benchmark: 80760

Status: Regular, Full-time

Salary Range: \$17.47 to \$19.32 Hourly

Pay Grade: 4

Employee Group: BCGEU

Start Date: ASAP

Job Summary

The Finance Clerk performs complex duties related to the following areas: payroll, accounts receivable, billing, and/or accounts payable, such as such as entering and updating records, verifying information, and matching documents.

Qualifications

Education, Training and Experience

- Completion of Grade 12
- Completion of an Accounting Certificate
- Recent, related experience of one year
Or an equivalent combination of education, training, and experience
Or other qualifications determined to be reasonable and relevant to the level of work

Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Knowledge of Business English
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of practices and procedures related to accounts receivable, accounts payable, and payroll

Responsibilities

1. Processes financial information for multiple programs such as payroll, accounts receivable, billing and/or accounts payable by performing duties such as entering and updating records in accounting software, calculating client billing totals, matching documents such as invoices to purchase orders, preparing invoices and receipts, verifying information such as quantities and prices, and preparing payments.
2. Maintains records, gathers and compiles information and documents such as data required for budget preparation and lists of overdue accounts, and sends out reminders as directed.
3. Answers general inquiries by telephone and in person. Refers complex problems to supervisor.
4. Verifies information related to payroll, including checking employee timesheet calculations, verifying client hours, and ensuring that timesheets have appropriate signatures as required. Identifies and resolves related discrepancies such as errors in timesheet calculations and identifying information, and refers complex problems to supervisor.
5. Performs routine cash management duties such as receiving, recording, and issuing receipts for payments, balancing cash transactions, preparing and making bank deposits, reconciling bank statements, and maintaining and balancing petty cash accounts.
6. Performs administrative support duties such as sorting and distributing mail, filing, data entry, photocopying, and answering telephones.
7. Performs other related duties as assigned.



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Application Information:

To apply, e-mail your résumé and a cover letter, quoting the job title in the subject line of your e-mail to:

Aaron Yuen
Finance and Operation Manager
aaron.yuen@bc-cfa.org.

Closing Date: Friday 9, November, 2018 at 5 p.m or open until filled

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*

Nurture • Grow • Thrive

Date Posted – November 1, 2018