



EMPLOYMENT OPPORTUNITY

Scw'exmx Child and Family Services Society (SCFSS) is family-centered and guided by nłe?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

SENIOR FINANCE CLERK

Status:	Full-time Permanent
Hours:	35 hours per week 8:30 – 4:30 Monday – Friday
Wage:	Starting salary commensurate with experience
Benefits:	Comprehensive Benefits Package Public Service Pension Plan
Location:	Merritt, BC

POSITION SUMMARY

Reporting to the Finance Manager, the Senior Finance Clerk is responsible for day-to-day financial maintenance, including support and guidance to the Finance Clerks. The Senior Finance Clerk provides information to SCFSS employees on financial procedures, policies, and understanding of financial information. The incumbent conducts internal audits and assessments in coordination with the Financial Analyst, and works closely with all members of the Finance Team to ensure accurate financial reporting. The Senior Finance Clerk coordinates and manages the Xyntax system and builds capacity with staff through internal training opportunities. The Senior Finance Clerk effectively guides financial processes by establishing and enforcing financial policies and procedures for SCFSS.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- AP preparation, including Visa, gift cards, purchase orders, caregiver payments, reimbursements, etc.
- Maintain file documentation in an organized and structured manner, and in accordance with established document management and retention policy
- Vendor coordination
- Preparation and submission of invoices
- Work collaboratively with other Finance Team members, including providing coverage as needed
- Coordination and assurance of appropriate delegation of financial authorities
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools, and Excel dashboards, in coordination with Financial Analyst
- Other duties as required, which may include:
 - Assist with the analysis of financial policies
 - Financial and statistical collection or other similar technical research



SUPERVISION RECEIVED

- Regular consultation and review with the Finance Manager
 - Annual Performance Evaluation and work plan review with the Finance Manager
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JOB REQUIREMENTS

- Clear Criminal Record check prior to the first day of work
 - Clear Ministry of Child and Family Development Prior Contact Check prior to the first day of work
 - Valid BC driver's license
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EDUCATION & EXPERIENCE

- Diploma in Accounting, Finance, or Economics
 - Minimum of two years of experience in finance and administration
 - Two years of experience with computerized accounting programs; experience with Xyntax is an asset
 - Applied knowledge of financial and accounting legislation, policies, and procedures
 - Experience in an Indigenous and/or non-profit organization is an asset
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MINIMUM REQUIRED COMPETENCIES

- Knowledge of policies and practices associated with the Financial Administration Act
 - Acute attention to detail with highly-developed organizational skills
 - Efficient work skills with the ability to meet time-sensitive deadlines with attention to detail and high-quality standards
 - Ability to work independently and collaboratively under minimal supervision
 - Intermediate level proficiency in the use of computer programs for payroll, accounts payable and receivable, word processing, databases, spreadsheets, reporting, email, and the internet
 - Handles confidential and sensitive information with discretion
 - Recognizes and respects all cultural diversity and has an understanding of nłe?kepmx and syilx cultures
 - Sensitivity to the historical and systemic impacts on Indigenous families and communities from intergenerational trauma due to colonialism, residential school history, the sixties scoop, and association with the child welfare system
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APPLY NOW

- Apply now on our website [\[click here to apply\]](#)
- We thank all candidates for their interest, but only those selected for screening will be contacted
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry