



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.

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 Finance Clerk is responsible for data entry and filing services for the financial program database. The Finance Clerk performs financial recordkeeping duties, including bookkeeping and accounting, and supports processes including payroll, financial reporting, and the financial audit. The Finance Clerk maintains employee, client, and vendor financial information and files in the Xyntax system. The Finance Clerk provides support in coordination with Payroll and Accounts Payable/Receiveable to ensure streamlined financial processes, timely payments, responses to inquiries, and accurate recordkeeping. Additionally, the Finance Clerk completes financial administrative duties, including data entry, filing, photocopying, faxing, word processing, emails and other documentation.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Data entry of accounts payable and payroll services as needed
- Accurate and high volume payroll assistance
- Generate Records of Employment, T4's, payroll remittance, and additional financial reporting
- Administration of employee group benefits and pension programs
- Employee financial file maintenance
- Continuation and upkeep of all finance correspondence
- Responsible for all financial administrative tasks

SUPERVISION RECEIVED

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



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

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 organization is an asset but not required

MINIMUM REQUIRED COMPETENCIES

- Knowledge of policies and practices associated with payroll and benefits administration
- Knowledge of accounts payable and receiveable processes
- 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
- Prioritizes work assignments to balance multiple demands
- Intermediate level proficiency in the use of computer programs for payroll, accounts payable and receiveable, word processing, databases, spreadsheets, email and the internet
- Handles confidential and sensitive information with discretion
- Recognizes and respects all cultural diversity and has an understanding of nłeʔkepmx 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

APPLY NOW

- Apply now on our website [\[click here to apply\]](#)
- Complete the application form on our website, attach your cover letter and resume
- 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