



SECWÉPEMC CHILD & FAMILY SERVICES

"Strengthening our Children, Families and Communities"

JOB POSTING

POSITION TITLE: Accounting Technician

TERM: Temporary, Full Time

SUPERVISOR: Finance Administrator

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops and the surrounding areas up to and including Chase, Logan Lake and Savona.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework. These services are supported through a jurisdiction agreement in partnership with the Shuswap Nation Tribal Council.

Job Summary

This is a temporary full-time position is being created to cover for a current employee who is absent from the workplace. The Accounting Technician provides professional Accounts Payable and Receivable services ensuring that vendors are accurately assisted in a timely manner. The Accounting Technician must be able to verify information and process payments following appropriate protocols requiring accuracy and attention to detail. Confidentiality of records and considerable judgement in accounting procedures is expected while meeting appropriate deadlines.

The Accounting Technician interacts with a large group of vendors requiring strong interpersonal skills and the ability to build relationships and work independently while processing payments, producing statement of accounts and account reconciliation.

Duties and Responsibilities

1. Efficiently performs full scope of Accounts Payable-
 - a. processes approved invoices by coding and recording in Adagio
 - b. processes accurate and timely payments for foster care, youth agreements and respite care
 - c. Coordinates payments for travel and expense claims
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Main Office:

300 Chilcotin Rd., Kamloops, BC V2H 1G3
Ph: 250-314-9669 Fax: 250-314-9609

Urban Office:

285 Seymour St., Kamloops, BC V2C 2E7
Ph: 250-461-7237 Fax: 236-421-1620

2. Prepares and processes purchase orders, petty cash, gift cards, cheques and bank deposits ensuring approvals are obtained
3. Documents and maintains complete and correct supporting information for all financial transactions
4. Assists with year-end audit preparation
5. Other duties as assigned or required

Qualifications

Education/ Experience:

- Post-Secondary Accounting Diploma or Degree
- Two to Three years related experience
- An equivalent combination of education and/or experience will be considered.

Specialized Knowledge:

- Understanding of accounting practices and office procedures/equipment

Skills and Abilities:

- Ability to work independently and build effective interpersonal relationships
- Proficiency in the use of computer programs for accounting: Adagio and Pay Dirt preferred), and Microsoft Office Suite
- Ability to time manage, meet deadlines and have attention to detail
- Prioritizes work assignments to balance multiple demands
- Recognizes and respects all cultural diversity and understands Aboriginal culture
- Superior financial calculation understanding, knowledge and skills
- Reviews financial documents for accuracy, completeness, validity, and adherence to standards

Working Conditions

- We offer a modified work week schedule, time off at Christmas, wellness and team days, cultural training, elder support and a great team to belong to!

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check

Directly Supervises

- None

PAY GRADE: starting wage \$25.86 per hour.

SUBMIT COVER LETTER, RESUME, AND THREE REFERENCES
Bill Bouthot – Human Resources Manager
By 12:00pm on February 21, 2019
300 Chilcotin Road, Kamloops, BC V2H 1G3
bill.bouthot@secwepemcfamilies.org

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry.