



North Island Community Services (NICSS) Job Posting

POSITION: Finance Officer, Permanent Part-Time
CLOSING: March 29, 2023 **ANTICIPATED START DATE:** April 10, 2023
LOCATION: Port McNeill
HOURS: 28 hours/week (Monday- Thursday 9am-4:30pm)
WAGE: \$24-\$26/hour, plus comprehensive extended benefits, vacation, sick leave and an annual health and wellness benefit

North Island Community Services is a not-for-profit society that has successfully been providing community-based services to the residents of the Mount Waddington region for 40 years. Our purpose is, "Building Healthy Community."

We are a CARF-accredited agency that adheres to the highest of industry standards.

Summary:

Reporting to the Executive Director, the Finance Officer is an integral member of NICSS' Administration Team. There is a lot of variety in this position with the primary focus on overseeing all financial aspects of NICSS, including budget management, preparing financial reports, payroll, and accounts payable/receivable. You will also have an opportunity to work with the Executive Director to provide financial analysis, as it pertains to our businesses, programs and operations. This position will ensure that all financial transactions are conducted legally, ethically and in compliance with standard accounting principles.

In this role, you will:

- Prepare balance sheets; process invoices; reconcile bank statements
- Record accounts payable and accounts receivable
- Create and update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Participate in financial audits/reviews and serve as a main point of contact for accountant
- Track bank deposits and payments
- Assist the Executive Director with budget preparation; financial analysis of operations and support in developing internal systems, forms, policies and procedures, including reviews and implementation of financial policies
- Collect, confirm and process timesheets; process payroll; track employee vacation, sick time, and other applications
- Serve as the internal contact for coordination of employees' extended health benefits

The Ideal Candidate will:

Be familiar with audits/financial reviews, payroll, invoices and budget preparations

Have excellent organizational skills, with the ability to prioritize workload and handle time-sensitive tasks with a high degree of accuracy

Demonstrate strategic and analytical thinking skills, balanced with approachable leadership and effective communication, both written and verbal

Enjoy working as part of a team and exude a positive outlook, while also practicing a high degree of confidentiality, professionalism, and sound judgement.

Be self-motivated, innovative, and committed to ongoing learning and professional development

Have some understanding of the non-profit sector and various funding streams

Essential Qualifications:

- Proficient with SAGE Accounting program and Microsoft Office, including Word, Excel, Publisher and Outlook
- Minimum of 2 years experience in a primary financial management/officer role
- Excellent communication skills, both written and verbal
- Valid BC Driver's License and reliable vehicle
- Approved Ministry of Justice Criminal Records Check

- Level 1 first aid w/CPR (or willing to obtain prior to start date)

For more information contact Andrea Kerr, Executive Director at: (250) 956.3134 or email ed@nicommunityservices.ca

Interested applicants can send resume, including cover letter via email to ed@nicommunityservices.ca

Only shortlisted candidates will be contacted.