



## **Administration Services Financial Assistant**

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All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

Mission statement: The Society is dedicated to caring for families and individuals of all ages in the greater Sooke community by providing services in parenting support, child, youth and family development and mental health and addictions.

**Job Title:** Financial Assistant

**Reports To:** Manager of Finance

**Job Summary:** This position is responsible for providing variety of financial duties to the finance department. This position will assist the Manager of Finance and backfill essential duties as needed.

**Core Competencies:** This position requires competency in the following areas:

1. **Quantity of Work:** The volume of work compared to what might reasonably be expected
2. **Quality of Work:** The grade of work compared to what might reasonably be expected
3. **Cooperation:** Ability to work effectively with others to achieve common goals
4. **Initiative:** Ability to act independently with limited supervision when required
5. **Judgment:** Ability to decide correct course of action when choices can be made
6. **Accountability:** Willingness to assume and carry out assigned tasks and to be accountable for results and actions, including quantity and quality of work
7. **Integrity:** Demonstrate high ethical standards and maintain confidentiality in a professional manner
8. **Dependability:** Ability to maintain good attendance, reliability, and punctuality
9. **Respect for Diversity:** Ability to appreciate that people have different opinions, backgrounds, and characteristics
10. **Communication:** Ability to communicate effectively with co-workers, public; observes established channels of communication.



## **Financial Assistant**

### **Key Duties and Responsibilities:**

1. Ensure efficient and up to date financial systems, including but not limited to timesheets, vacation and sick leave entitlement monitoring, manuals and effective maintenance of records.
2. Performs a range of financial and clerical duties often involving material of a confidential nature for the Manager of Finance. Duties include but are not limited to the preparation of invoices, expense and timesheet forms, financial templates, summaries and analysis, bank reconciliations, cheque requisitions, payables, receivables, payroll preparation and direct deposit. Duties also include preparation and reconciliation of bank deposits; preparation of monthly financial statements and ongoing update of asset inventories.
3. Develops and recommends new/revised financial procedures and practices. Participates in the planning and implementation of financial systems in discussion with the manager of finance.
4. Inputs, edits, and retrieves data using both Sage 50 and MSOffice software. Collects, does research, organizes and summarizes data for a variety of reports.
5. Performs related duties as assigned by the Manager of Finance.

### **Job Skills and Abilities:**

1. **Formal Education and Training**

A Certificate or Diploma in Business Administration, Office Administration or equivalent training is required, including training in financial/business management and control methods, and administrative functions. Equivalent experience and training will be considered.

2. **Experience and Skills**

At least three years of experience in a business or financial environment is required. A comprehensive knowledge of Sage 50 and MS Office software is required. The ability to function independently while managing multiple concurrent projects and deadlines is an ongoing expectation.