



Sooke Family Resource Society
Job Posting 08-24 - Finance Clerk

We are currently seeking a **Finance Clerk** to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

Mission statement: We provide people of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title: Finance Clerk

Date Posted: March 27, 2024

Closing Date: April 9, 2024

Reports To: Manager of Finance

Wage/Salary: \$25.95-\$29.76 (CSSEA Grid Level 10)

Location: In person - 100-6672 Wadams Way, Sooke.

Shift Schedule: Monday - Friday
9:00am - 4:00pm

Hours: Starting at 30 hours per week.

Note: This position has the opportunity for growth and expansion.

To apply, please submit a resume and cover letter by email to careers@sfrs.ca

Job Summary:

This primary role of the Finance Clerk is to provide support to the Finance Department, primarily focusing on Finance Administration, Accounts Payable, Accounts Receivable, and Payroll.

Key Duties and Responsibilities:

Administration:

1. Performs a range of financial and clerical duties often involving material of a confidential nature for the Manager of Finance.
2. Inputs, edits, and retrieves data using:
 - Sage 50
 - Payworks
 - MSOffice Software

3. Creates and updates:
 - Employee expense forms,
 - Financial templates,
 - Annual payroll schedule,
 - Annual employee expense schedule,
 - Annual direct deposit, payroll and cheque signing schedule, and
 - Direct Deposit uploads and schedule.
4. Ensures efficient and up to date financial systems in consultation with the Manager of Finance. This includes:
 - Updating finance instruction manuals,
 - Assists in year-end documentation,
 - Effective maintenance of records,
 - Maintenance of both paper and digital files, and
 - Printing and filing of monthly financial statements from Sage.

Accounts Receivable:

- Prepares, issues and posts invoices,
- Posts receivables,
- Maintains up to date accounts receivable ledger, and
- Updates Manger of Finance of overdue receivables.

Accounts Payable:

- Prepares direct deposit and cheque requisitions,
- Prepares quarterly PST submission information,
- This includes reviewing requisitions for accuracy and completeness,
- Prepares electronic direct deposit files and cheques, and
- Files processed payable paperwork.

Payroll:

- Works in conjunction with Human Resources to set up new employees in Payworks.
- Runs bi-weekly payroll, including: a review of completeness, eligibility for Paid Holidays (Statutory Holidays) when applicable; runs pending approval report, reviews OT and coding; reviews eligibility of hours.
- Informs Managers of payroll discrepancies,
- Maintains Comparative Wage Table in Excel on a bi- weekly basis,
- In the case of a termination, processes employee's final pay and makes appropriate changes in Payworks for terminations, and
- Files Record of Employments (ROE).

Reconciliations:

1. MERCs and Benefits:
 - Reconcile and posting of Benefits, and
 - Prepare remittances: RRSP, WCB, MPP, Union Dues.
2. Bank and Credit Accounts Reconciliations and Posting:
 - Monthly reconciliation of Thrift Shop Sales Summary Sheet and Posting to Sage,
 - Monthly reconciliation of Thrift Shop and Gaming bank accounts,
 - Monthly reconciliation of credit card account, and
 - Monthly reconciliation of other payable accounts.

Other:

1. Performs related duties as assigned by the Manager of Finance which are consistent with duties and responsibilities at the wage grid benchmark which employee is being remunerated at.

Qualifications:

Education & Knowledge:

- Certificate or Diploma in Business Administration, Accounting, Bookkeeping or Finance.

Training & Experience

- Three (3) years' recent relevant experience.
or an equivalent combination of education, training, and experience.