

Finance Clerk

Finance Office
Vancouver, BC

NEC Native Education College is a largest private Indigenous college in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education. Our programs have Indigenous content and delivery methods. We value the diversity of the people we hire and serve. Diversity at NEC means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that develop and utilize each person's talents and strengths.

Position Summary:

This position works as part of the finance team, supporting the finance department by providing financial services in order to ensure effective, efficient and accurate financial operations. Duties include preparing, verifying, coding and processing requisitions and invoices, creating purchase orders, creating and maintaining expense worksheets and office files including vendor, staff and agency information, processing CRC applications. The incumbent will serve a role in the weekly cheque run process including verifying that transactions comply with financial policies and procedures. This position covers other finance duties when required including payroll and ad hoc assignments.

Preferred Qualifications:

- Grade 12 diploma plus post-secondary education with a focus in accounting, minimum three years accounting experience (not-for-profit experience an asset); combination of related education and experience will be considered;
- Knowledge and experience with bookkeeping procedures (accounts payable, accounts receivable and general ledger) and clerical responsibilities;
- Ability to maintain a high level of accuracy in preparing and entering financial information;
- Computer skills including the ability to operate computerized accounting (Adagio, intermediate to advanced spreadsheet and word processing programs, email and keyboarding at 40 wpm;
- High attention to detail and accuracy;
- Excellent interpersonal skills.

Terms:

This is a full-time permanent position with a probationary period. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. This position is open to all applicants. Preference will be given to qualified Indigenous applicants.

Closing Date:	Until Filled
Hours:	35 hours per week
Start Date:	ASAP
Salary:	\$23.41/hour

Application Details:

Please submit your resume and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Address your application to:

E. Kinequon, Executive Assistant
NEC Native Education College

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