

## First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2  
P: 604-925-6087 Toll-Free: 1-877-422-3672

FNESC Careers [www.fnesc.ca/employment](http://www.fnesc.ca/employment) [jobs@fnesc.ca](mailto:jobs@fnesc.ca)



## Officer, Finance

**Join us to make a lasting impact! An excellent work-life balance is waiting for you!**

We are currently searching Officer, Finance to join our hard-working Finance team and play a key role in supporting our commitment to improve education for all First Nation students in BC. The Officer, Finance is a position in FNESC's Human Resources and Support Services department and within that, the Finance team. The Officer, Finance reports to the Manager, Funding Allocations and Finance and this position conducts finance related activities for the First Nations Education Steering Committee (FNESC) and the Indigenous Adult and Higher Learning Association (IAHLA).

The First Nations Education Steering Committee (FNESC) is an independent society led by a strong and diverse board of about 130 First Nations community representatives. FNESC is committed to improving education for all First Nations students in BC.

### What We Offer:

- The salary for this position is \$65,920.00 per year;
- Three (3) weeks of vacation as well as two (2) weeks of vacation at Christmas time (with the latter being subject to annual board approval);
- Well above-average benefits plan that is 100% paid for by FNESC, that includes: extended health care, dental care, and vision care;
- Well above-average employer matched pension plan;
- The potential for partial work-from-home;
- Career advancement opportunities in a fast-growing organization (approximately 30% of current FNESC employees have been promoted into their current role);
- Generous annual professional development subsidy;
- Generous wellness subsidy;
- 35-hour working week;
- Regular employee appreciation events such as our annual Summer Barbeque and Christmas Party.
- Respectful work environment with a stellar work-life balance.

### Duties and Responsibilities:

- Maintaining cheque requisition spreadsheet;
- Reviewing invoices, travel claims and expenses claims;
- Organizing and managing the accounts receivable;
- Ensuring that Directors/Managers are aware of new funding as it becomes available and that the accounts receivable is up to date and accurate;
- Making monthly deposits;
- Working with the Program Managers and the ICT department creating program allocation databases and allocation and payment reports at the beginning of the fiscal year;
- Compiling information from credit card logs and prepare credit card monthly reconciliations and credit card payment journals;
- Managing petty cash and maintain petty cash tracking sheet. Prepare petty cash journal monthly;
- Assisting other staff in managing financial aspects of workshops and conferences;
- Working with the finance team, prepare and implement appropriate forms to track expenditures and corresponding approvals;
- Performing other tasks as requested by the Director of Finance or designate.

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### What We're Looking For:

- Minimum of 3<sup>rd</sup> level CGA or equivalent education and at least 2 years' experience working in an accounting or Financial position;
- Computer literacy with Microsoft with an emphasis on Excel, and Sage or any other computerized Accounting;
- Proven understanding of bookkeeping and accounting principles;
- Strong financial analysis skills, and excellent oral communication skills;
- Excellent organizational and office management skills.

We offer full-time meaningful work in a professional, friendly, and diverse office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favorites.

This is a full-time, permanent position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required.

**FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.**

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

Please send your resume and cover letter to [jobs@fnesc.ca](mailto:jobs@fnesc.ca)