

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 jobs@fnesc.ca



Coordinator, Payroll, Benefits and Office Administration

Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is an independent society led by a strong and diverse board of about 120 First Nations community representatives. FNESC is committed to improving education for all First Nations students in BC. FNESC works in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA), as well as other partner organizations.

FNESC is currently looking for a dedicated, energetic and organized Coordinator, Payroll, Benefits and Office Administration to join our hard working team who work collaboratively and diligently to improve education for all First Nations students in BC. This position reports to the Sr. Director, Human Resources and Support Services and: Director, Finance.

Duties and Responsibilities:

1. Finance Department Support:

- Maintaining payroll information by collecting, entering, and processing data;
- Administering enrollment, termination and changes to employee benefits and pension;
- Responding inquires related to payroll, benefits and pension;
- Assisting with Account Payable, filing and mailing.

2. Human Resources and Office Administration Support:

- Supporting the Occupational Health and Safety Committee and Employee Engagement Committee, including taking and distributing meeting minutes, managing bulletin boards, and sending out meeting notices;
- Maintaining employee files;
- Reconciling Director's credit cards and receipts;
- Managing Teacher Certification records;
- Administering FNESC employee wellness subsidy;
- Supporting employee and team-building events, Pink-Shirt Day, Orange-Shirt Day, including the annual FNESC Christmas luncheon and End-of-Summer BBQ;
- Managing, ordering and/or maintaining office supplies, office keys inventories, first aid, cleaning supplies, IT equipment, SPOT devices, and office furniture/equipment inventories;
- Coordinating and liaising with landlord, storages, office repair vendors (electrician, plumber, handyman, etc.) when necessary.

3. Information and Communication Technology Department Support:

- Creating and managing IT equipment inventories;
- Managing monthly cell phone bills;
- Entering and processing IT department invoices.

4. Other assigned duties related to administration and coordination of Finance, ICT and Human Resources department duties.

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Requirements of the Position:

The position will require an individual that has the following skills and abilities:

- A minimum of Grade 12 education;
- Payroll Compliance Practitioner (PCP) accreditation or diploma in accounting preferred;
- At least one (1) year payroll department experience;
- Excellent organization, information management and time management skills;
- Strong sense of responsibility and initiative;
- A strong understanding of privacy and confidentiality combined with the ability to maintain confidentiality on all personal and organizational information;
- Strong attention to detail;
- Able to work in a very busy, fast-paced environment with short or sudden timelines.

We offer full-time meaningful work in a professional, friendly, and respectful 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 favourites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and wellness subsidy for all of our employees.

This is a full-time 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.

The salary for these positions is \$55,000 per year.

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.

If what we have to offer fits what you're looking for, please send your resume and cover letter to jobs@fnesc.ca