

## 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!**

The Finance Officer is a member of the Support Services department and within that, the Finance Team. The Officer, Finance, works with the Manager, Finance and this position conducts finance related activities for the First Nations Education Steering Committee (FNESC), First Nations School Association (FNSA) and the Indigenous Adult and Higher Learning Association (IAHLA).

Since 1992, FNESC, led by a strong and diverse board of over 130 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

### What We Offer:

- The salary for this position is \$70,948.00 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 after completion of 90-day probationary period;
- Career advancement opportunities in a fast-growing organization (approximately 40% 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 payment requisition spreadsheets;
- Reviewing invoices, travel claims and expense claims;
- Organizing and managing accounts receivables and making monthly bank deposits;
- Compiling information from credit card logs, preparing credit card monthly reconciliations and recording credit card payment journals;
- Managing petty cash tracking sheet and preparing petty cash journal entry;
- Assisting other staff in managing financial aspects of workshops and conferences;
- Maintaining accurate vendor payment information and responding to inquiries on vendor payments;
- Working with the finance team, preparing and implementing appropriate forms and corresponding approvals;
- Working with Program Managers in preparation of program allocations worksheet;
- Processing program allocations payments as requested by Program Managers/Program Administrative Assistant;
- Responding to internal inquiries related to program allocation and payments;

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- Maintaining the program allocation payment tracker, dashboards with relevant financial information for directors and program managers;
- Preparing and delivering presentations and training regarding the program allocation process and other financial process as requested.

### What We're Looking For:

- Minimum of a Bachelor's degree in Accounting or Finance, equivalent to 2<sup>nd</sup> level CGA education;
- Minimum 2 years' experience working in an accounting or financial position;
- Proven understanding of bookkeeping and accounting principles;
- Experience using Sage 300 or other Accounting System, such as QuickBooks, Sage APA, etc.;
- Strong computer literacy, particularly with Microsoft Office applications;
- Advanced proficiency in Microsoft Excel, including experience with Excel Macros, PivotTables, and formula-based automation; familiarity with Power Apps, Power Query, or Power Automate is a strong asset;
- Experience in developing custom Excel tools or dashboards to streamline and automate financial processes and reporting is a plus;
- Strong financial analysis capabilities and excellent oral and written communication skills;
- Exceptional organizational and office management skills;
- High level of responsibility, integrity, and ownership of assigned tasks;
- Ability to create and maintain a professional, respectful, safe, and healthy work environment;
- Flexibility for travel when/if required.

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)**