



POSITION TITLE: Finance Associate

TERM: Full Time, Temporary (18 months)

SUPERVISOR: Chief Financial Officer

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Canton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



Job Summary

The Finance Associate provides professional Accounts Payable services ensuring that vendors are paid for the services contracted and clients' payments are processed accurately. The Finance Associate requires accuracy and attention to detail. The Finance Associate works in a team environment and requires strong interpersonal skills and the ability to build relationships and work independently while processing payments and organizing a large amount of information.

Qualifications

Education and Experience

- One to two years' experience in accounting and administration.
- Post Secondary diploma or certificate in accounting/business administration or equivalent experience.
- Experience and knowledge of local First Nations communities and their needs is an asset.

Skills and Abilities

- Understanding of accounting practices and office procedures/equipment.
- Ability to work independently and build effective interpersonal relationships.
- Proficient in Accounting Software (Adagio preferred), Microsoft Office (Outlook, Word, Excel, and Power Point).
- Ability to self-regulate, meet deadlines, and maintain significant attention to detail.
- Prioritizes work assignments to balance multiple demands.
- Demonstrates a strong understanding of and respect for cultural diversity, particularly Indigenous culture.

Main Office:

153 Kootenay Way, Kamloops, BC V2H 0E6
Ph: 250-314-9669 Fax: 250-314-9609

Youth Office:

348 A Tranquille Rd., Kamloops, BC V2B 3G6
Ph: 250-314-9669 Fax: 250-314-9609



Working Conditions

- Potential for violence in the workplace.
- Hours of work are standard.
- Receives regular supervision with direction as required.

Conditions of Employment

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's License;
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

Directly Supervises

- None

Pay Grade

- Starting wage is \$31.3739

An eligibility list may be created.

SUBMIT COVER LETTER and RESUME

Human Resources Department

Posted until March 22nd, 2024 at 12pm.

hr@secwepemcfamilies.org

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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