



Financial Administrator

Job Description

Summary: The Financial Administrator reports directly to the Executive Director and is responsible for the monthly financial reconciliation in partnership with an offsite book keeping team. The role will also include assisting the Executive Director with Rent Roll, Payroll, bill payments and organization of financial records.

Location: A Way Home Kamloops Society Head Office, 560 Tranquille Rd, Kamloops BC

Classification: Starting Wage \$27.74-29.92/hour, depending on level of experience

Hours: 37.5 hours/week M-F 8:30am-4:30pm

Duties & Responsibilities:

- Financial Records Management: Organizing, preparing and completing transactions related to Accounts Payable and Receivable, uploading documents for reconciliation, working with offsite team to ensure monthly financials are delivered in a timely way
- Review and monitoring/preparing Payroll
- Review and monitoring of the AWHK Rent Roll
- Assisting with reporting to funders and Board of Directors
- Assist the Executive Director and independent Auditors to complete year end reviews
- Work with the AWHK team to improve policies, procedures and processes
- Perform other financial administration duties as required

Qualifications

Education/Training: A university degree or diploma in a related field (Book Keeping, Accounting, Business Administration, or equivalent)

Experience: minimum 2 years of book keeping or financial planning and control, experience in the community social services sector and/or rental housing a bonus.

Skills & Abilities

- Strong organizational skills, ability to prioritize multiple tasks that require attention.
- Dynamic and action-orientated to meet deadlines and provide proactive strategies and solutions that are effective.
- Demonstrated proficiency with various computer programs, including Microsoft programs – Word, Excel, Outlook, accounting software – *Quickbooks*, and Payroll software – *Payworks*.
- Excellent interpersonal, facilitation, and communication skills – written and oral
- Demonstrated ability to work independently and as part of a team