

JOB TITLE: RCCbc Finance Assistant

JOB SUMMARY

In accordance with the established vision and values of the organization, the Finance Assistant will report directly to Executive Director Operations and Senior Manager Operations & Administration.

The Finance Assistant will support overall finance, accounts payable and receivables including preparing and reviewing cheque requests, expenditures, and receivable transactions, and ensuring appropriate paperwork is included and sent for processing for payment. Responsibilities include timely and accurate processing of all accounting transactions reconciliation and account analysis to ensure accuracy of information; data-gathering in response to queries from consultants, staff, and participating in year-end processes; interpreting and accurately communicating written policies and procedures.

The position requires strong interpersonal and customer service skills as it involves frequent problem resolution with various internal stakeholders and external agencies. The duties will vary from day to day and will involve a wide variety of tasks in service to the organization.

NETWORK SUMMARY

Led by rural physicians, the Rural Coordination Centre of BC (RCCbc) is a network that improves the health of rural people and communities across British Columbia. We cultivate relationships and networks, facilitate rural health discussion, coordinate rural health projects, create learning opportunities for rural healthcare practitioners, advocate for a healthy rural British Columbia, stimulate rural health research, and develop healthcare leaders. Funded primarily by the Joint Standing Committee on Rural Issues, our network partners include healthcare providers, healthcare administrators, community members, policymakers, educators, researchers, and non-profit and business leaders.

RCCbc is committed to advocating for equity in rural, remote and Indigenous healthcare, and this includes advancing the recommendations in the Truth and Reconciliation Calls to Action (TRC) and embedding our work with respectful relationships and reciprocity, and leading with compassion, empathy and inclusivity.

KEY DUTIES AND RESPONSIBILITIES

- Prepares finance accounts payables and invoices verifying accuracy of information including account coding, reviewing backup documentation, scanning, saving, tracking, and processing forms related to accounts payable or to revenue accounting, taxation policies, and guidelines.
- Documents created, reviewed, and processed include expense requisitions, domestic and international travel claims, cash and cheque deposits, and assesses the accuracy of GST on invoices and self-assesses such taxes where necessary.
- Responds to queries and provides support to staff and consultants to help in the valid preparation of claims, reimbursements, payments and interpreting financial policies and procedures as relevant.
- Reviews corporate credit card payments and supports monthly reconciliations.
- Reconciles, monitors, and investigates errors and discrepancies on various accounts which may include preparing or correcting journal entries, following up on outstanding items and resolving issues with various individuals/staff.
- Prepares invoices and follows up on outstanding payments.
- Produces and maintains a variety of accurate and well-designed documents including spreadsheets, presentations, correspondence, expense claims, briefing notes, memos, minutes and meeting agendas.
- Supports the file management of all accounting documentation required to be kept in the office and archiving documents.
- Provides excellent customer service in the financial area to the consultants, stakeholders, including acting as a focal point for financial systems queries, providing them with comprehensive financial services.
- Performs all other related duties.

Exercising Judgement/Impacts of Decisions/Consequence of Error

The Finance Assistant requires judgement, sensitivity and discretion to an outstanding degree when communicating internally with various team members, and externally with rural community representatives, Ministry and government agencies, external organizations, other health care authority representatives and members of the public to receive and disseminate information. Poor judgement or errors could have a negative impact on the Rural Coordination Centre of BC result in negative public relations and loss of credibility.

QUALIFICATIONS

Education, Training and Experience

- High school graduation supplemented by business, accounting, or bookkeeping courses equivalent to up to one year of study with at least 3-5 years related.



- Experience with processing of claims and program administration.
- Rural experience and have a passion/lived experience in improving rural health in patients and communities

Skills & Competencies

- Excellent interpersonal skills, advanced written and verbal communication, pro-active problem-solving abilities, and a well-demonstrated ability to work with others as part of an interdisciplinary team
- Demonstrated knowledge and ability to work with diverse populations, incorporating diverse perspectives, values, and approaches into planning
- Exceptional attention to detail and an advanced ability to organize information and multi-task/prioritize in a busy environment
- Manages time effectively and meets ongoing deadlines
- Highly proficient with databases, MS Office (particularly Word, Excel, and PowerPoint), email, and the internet
- Critical thinking and problem-solving skills essential

DEI Statement

RCCbc welcomes and encourages applications from equity deserving groups and diverse experiences including, but not limited to, Indigenous people, racialized people, people with disabilities, and members of the 2S/LGBTQIA+ community. We are an equal opportunity employer and our employees are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility. If there are any barriers that you are experiencing or require an accommodation that we can provide to support you through the application process, please reach out to us at careers@rccbc.ca.

Location: Individual/applicant must reside in British Columbia. Node Office: hybrid or remote option dependent upon location.

Compensation: \$53,000-\$57,000

Please send cover letter and resume to careers@rccbc.ca