



Finance and Administrative Assistant

JOB SUMMARY:

The Finance and Administrative 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 Finance and Administrative Assistant will support office maintenance and provide administrative support for RCCbc related projects, including coordinating information and dissemination and meeting support.

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.

ORGANIZATIONAL SUMMARY:

The Rural Coordination Centre of BC (RCCbc) mission is to promote improvement in the health status of people living in the rural communities of British Columbia. The RCCbc serves as a strategic forum that facilitates discussions between Partnership Pentagram Plus (Health Administrators, Policy Makers, Rural Communities, Linked Sectors, Academia, and Health Providers) on coordination of rural healthcare services, improvement of effective collaboration, network partnership and leadership and to promote understanding of rural health challenges and opportunities.

KEY DUTIES AND RESPONSIBILITIES:

- Prepares finance requisitions and journal vouchers, 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 requisitions, domestic and international travel claims, cash and cheque deposits, and journal vouchers 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.
- Assists in year-end processes including invoicing, projections and tracking deferred revenue.
- Supports the planning, development and implementation of projects.
- Produces and maintains a variety of accurate and well designed documents including spreadsheets, presentations, correspondence, expense claims, briefing notes, memos, minutes and meeting agendas.
- Takes, transcribes, and distributes minutes of various meetings in a timely manner and as required.
- Schedule meetings, organize catering and books travel, as needed.
- General office duties include answering and redirecting calls coming into the office, maintaining/ordering office and kitchen supplies and consulting with vendors, maintaining company's contact list and filing systems and replying to incoming emails to general inbox(es) and booking of RCCbc boardrooms.
- 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, Doctors of BC, 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 and Administrative 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, and secretarial 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

Location: Vancouver

Please send cover letter and resume to Diana Wang dwang@rccbc.ca.

Thank you for your interest, only those selected for an interview will be contacted.