

JOB TITLE: RCCbc Senior Finance Clerk

JOB SUMMARY

In accordance with the established vision and values of the organization, the Senior Finance Clerk will report directly to the Senior Manager Operations & Administration and receive work direction from the Finance Lead. The Senior Finance Clerk will be a liaison who provides financial support to operations, projects, external partners and within the Finance Team.

The Senior Finance Clerk 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 works to improve the health of people and their communities in rural BC. 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. We serve all rural, remote and Indigenous communities in BC covered by the ***Rural Practice Subsidiary Agreement***.

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

Financial Administration

- Prepares finance accounts payables and invoices, verifying accuracy of information including account coding, reviewing backup documentation, scanning, saving, tracking, and processing forms. Ensures that outstanding payments and claims are followed up and processed.
- Creates, reviews and processes 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.
- Liaises and coordinates with team members in processing and payments for sessionals, staff stipends and resolves any discrepancies.
- 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.
- Develops, files and maintains finance templates and manuals, including finance documentation around policies and procedures and chart of accounts.
- Supports monthly corporate card reconciliations, including following up with staff for missing receipts on Dext.
- 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.
- Verify and process Credit Card Purchase Forms and files documentation for reconciliation.
- Assists in year-end processes including invoicing, projections and tracking deferred revenue.

Personnel

- Provides guidance, advice, onboarding and training to other Finance Team members, staff and partners to ensure smooth workflow and process.
- Coordinates the weekly/bi-weekly of claims between staff and partners to ensure deadlines are met and claims processed within prescribed deadlines.

Operations Support

- Produces and maintains a variety of accurate and well designed documents including spreadsheets, presentations, correspondence, expense claims, briefing notes, memos, minutes and meeting agendas.
- Updates and maintains RCCbc website and online claim form, when needed.
- In collaboration with Leadership and the RCCbc team, coordinates the implementation of approved recommendations and changes. Assist with streamlining and developing new processes to address changes in the business needs.
- Takes, transcribes, and distributes minutes of various meetings in a timely manner and as required.
- 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.
- Provides excellent customer service in the financial area to the consultants, stakeholders, Enkel, including acting as a focal point for financial systems queries, providing them with comprehensive financial services.
- Performs all other related duties

Exercising Judgement/Impact of Decisions/Consequence of Error

The Senior Finance Clerk 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

- Bachelor's degree in a relevant discipline.
- 3 to 5 years' experience, or the equivalent combination of education and experience.
- 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

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, with a preference in Vancouver.

Node Office: Hybrid or remote option dependent upon location.

Compensation: \$62,118 to \$73,080

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