



## **JOB POSTING: Office Administration – Finance Assistant**

### **WHY JOIN THE FAIR TEAM?**

We strive to attract, retain and motivate talented people to attain our vision of strengthening communities by providing customized tools and resources to overcome individual obstacles and family challenges. FAIR offers many opportunities for growth and advancement within the agency. Our total compensation plan includes a benefits package that represents our commitment to employee health and wellness and includes (as applicable per FAIR policy and plan rules):

- paid vacation leave
- paid sick leave (at 100%)
- paid birthday hours off in the month of your birthday
- 12 statutory holidays per year
- compressed work week upon approval
- Municipal Pension Plan
- Extended Health and Welfare benefits

### **OFFICE ADMINISTRATION- FINANCE ASSISTANT**

FAIR is accepting applications for a Finance Assistant in our Office Administration team. This is a 6 month temporary position (until June 30, 2024) for 20 hours per week with a possibility of permanency. Remuneration is at FAIR Wage Grid level 11 (\$24.37 - \$28.39 per hour) plus benefits as per FAIR policy. This position reports to the Executive Director.

### **JOB SUMMARY**

This position will be primarily expected to process payroll and account payable for a medium size Non-Profit agency. This person will also assist with a variety of office management tasks including answering the telephone/voicemail, making bank deposits, issuing receipts, and greeting clients at reception. Some Human Resource tasks will also be part of the role of Finance Assistant including processing Criminal Record checks for the agency and issuing ROE's. This position is responsible for managing our Employee Benefits package including pension, extended health and LTD. You will part of an Administration team that includes a Receptionist, Accounting Clerk and Finance Officer.

### **QUALIFICATIONS**

- Post-secondary diploma in Office Administration with a focus on Payroll, Human Resources, Business or related field.
- National Payroll Association Payroll Compliance or HR Practitioner certification, or equivalent is preferred
- Proficient in MS Word, Excel and Outlook; experience with Quickbooks Desktop preferred
- Comprehensive knowledge or experience with:
  - BC Employment Standards
  - Income Tax act and CRA requirements, including associated reporting such as Records of Employment and T4 processing
  - WorkSafe BC reporting and claims management



# TRAIL FAMILY AND INDIVIDUAL RESOURCE CENTRE SOCIETY

WORKING WITH FAMILIES FOR A STRONG COMMUNITY

2079 COLUMBIA AVENUE TRAIL BC V1R 1K7 PHONE: 250-364-2326 [www.trailfair.ca](http://www.trailfair.ca)

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- Standard financial controls
- Municipal Pension Plan administration
- Typical Extended Benefits Package administration

Applicants should submit a cover letter and resume to Kristine Forbes, Executive Director, by email at: [kforbes@trailfair.ca](mailto:kforbes@trailfair.ca). This posting will close on February 16, 2024. Only short-listed applicants will be contacted. For a more detailed job description, please send a request to Kristine Forbes at the above email.

**Note:** All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*.