

# Position Description

## Financial Assistant



The District of Vanderhoof has an opening for a **Financial Assistant**. The District of Vanderhoof is a friendly and welcoming community of 4,400 people, situated along the Nechako River in the geographical center of British Columbia. Vanderhoof is truly at the “Heart of it All” when it comes to lifestyle, affordable living and employment opportunities. Vanderhoof is an active community with great indoor/outdoor recreation facilities and trails.

### JOB SUMMARY

Reporting to the Chief Financial Officer, the preferred candidate will possess considerable knowledge of and be able to perform the duties of a Finance Department – i.e. accounts receivable, accounts payable, cash receipting, taxes, utilities, general ledger, payroll, budgeting, etc.

### SKILLS

- Knowledge and understanding of Public Sector Accounting Standards and principles of municipal accounting.
- Proficient with Microsoft Word and Excel at an advanced level.
- Maintains tact and discretion at all times in dealing with confidential matters.
- Works independently and exercises independence in judgement.
- Capable of analyzing problems and using innovative and technical skills to find solutions.
- Recognizes impact of own behaviour and actions upon others.
- Champions the change from within one’s own sphere of influence.

### DUTIES

- Enter purchase orders and maintain encumbrances.
- Processing of accounts payable and all related duties.
- Preparation of GST and PST reporting.
- Perform WCB reporting & incident reports.
- Maintain dental and extended health plan.
- Online reporting such as eTaxBC, EHT, MPP and Property Tax Deferment reporting.
- Responsible for payroll records and processing, including benefits reconciliation.
- Perform month end and year-end reconciliations for all payroll and general ledger related accounts and ensures any journal entries are prepared and processed on a timely basis, along with other procedures.
- Responsible for inventory with monthly and yearend inventory reconciliations
- Performs year-end production, reconciliation and submission of reporting documents as required by legislation such as T4 slips and annual reporting.
- Assist the CFO with bank reconciliations if needed.
- Assist the CFO with audit related tasks, spreadsheets, analysis and reconciliation of various accounts, journal entries and technical accounting assistance.
- Provide ongoing support and assistance whenever needed within the Finance Department, including providing cover for other office positions and responding to telephone inquiries.
- Perform other related duties as assigned.

### QUALIFICATIONS

- Completion of the Payroll Compliance Practitioner (PCP) certification from the Canadian Payroll Association.
- Diploma in Accounting or Business Administration
- Five years of related experience in a payroll environment including three years providing guidance to staff for a full annual cycle.
- Knowledge of Municipal accounting software, specifically AMAIS.

This is a CUPE Local 1632 Position with a comprehensive benefits package and pay rate of \$30.99 per hour with a regular work schedule of 35 hours per week.

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### APPLICATION

Please visit the District of Vanderhoof's Career Portal at [www.vanderhoof.ca](http://www.vanderhoof.ca) to apply for this position. Please note that all candidates must apply via the Career Portal; *we do not accept resumes via email or hard copy*. The following documents must be included:

- Completed application form (found on vanderhoof.ca)
- Resume
- Criminal Record Check

**Applications missing any of the above-listed documents will not be considered.**