



Finance Clerk – Campbell River

North Island Employment is currently accepting applications for a full-time Finance Clerk in our Campbell River office. This is an excellent opportunity to work in an exciting, client-centered career with an award winning organization! From Employment Counsellors (Generalists and Specialists working with youth, persons with disabilities, Indigenous) to Workshop Facilitators; Employer Services; Finance and Data Quality; and Administration NIEFS offers a range of career opportunities! As a diverse and inclusive employer we are always open to hearing from anyone interested in the great work we do with our clients and the community!

Who we are...

Connecting people with work since 1986. With over 30 years in business, North Island Employment is a cornerstone in communities building extensive partnerships with businesses, other organizations, communities and individuals in Campbell River and across Vancouver Island North. These partnerships are integral to our ability to assist people to build self-sufficiency through active and sustainable participation in the labour market and assist employers to hire the right people, with the right skills at the right time contributing to a strong, resilient and healthy community.

As an award winning organization, North Island Employment is a respected leader in workforce development and has been the recipient of numerous nominations and awards that include Business of the Year (26-49 employees) and Diversity Leadership at the Campbell River Chamber of Commerce Business Awards of Excellence along with provincial recognition as Career Development Organization of the Year by the BC Career Development Association and Employment Organization of the Year by the Association of Service Providers for Employability and Career Training.

Our culture is one of personal and professional excellence, mutual respect, collaboration and commitment to people and community. In addition competitive wages, extended health and dental, health and sick days, RSP matching, and 3 weeks' vacation to start, are part of the total compensation package for eligible staff.

Why Campbell River...

Voted one of the Best Cities for Work in B.C. by BC Business magazine in 2018 and surrounded by majestic mountains and spectacular views of Discovery Passage, Campbell River offers a rare combination of a welcoming small town feel with large city amenities. From summer markets and events in Spirit Square to a very active arts and culture community to year-round world class recreational opportunities and truly affordable housing options, the Campbell River lifestyle is unparalleled.

The community is served by a brand new hospital, ferry terminal to the Discovery Islands, Campbell River Airport (YBL) with daily flights to Vancouver in 35 minutes, municipal broadband infrastructure, a School District with innovative programs, and North Island College that boasts over 70 programs in seven areas of study.

Check out all the great things Campbell River has to offer by visiting:

<http://www.campbellriver.ca/discover-campbell-river> or <https://www.campbellriver.travel/>

Who you are...

As a professional and recognizing as a Finance Clerk you pride yourself on the following attributes:

- You love the details and aren't afraid to ask questions;
- You are extremely accurate and pay attention to details when it comes to data and filing;
- You are organized and appreciate following process and policy;
- You love to learn new technologies, programs, and policies;
- You genuinely enjoy working with a variety of people and personalities;
- Your sense of humor and collaborative approach make people want to work with you.

The Role...

The Finance Clerk position reports to the Finance & Data Manager and works collaboratively with the Finance and Data team to ensure that the final processing of financial supports (i.e. bus tickets; essential work clothing etc.) to clients are completed accurately and in a timely manner. This position requires strong knowledge of WorkBC Employment Services policy and Ministry systems process, as they relate to overall data integrity, client financial supports and service delivery.

Key Duties and Responsibilities:

- Work collaboratively as part of the Finance and Data Team to process financial documentation and supports while following complex processes.
- Thoroughly review hard copy and computerized client records for accuracy and completeness.
- Accurately process applications for client financial supports and purchased services in a timely manner.
- Identify incomplete applications and inform a Manager if further action is required.
- Maintain an inventory of non-financial supports; retain coupons, gift cards, bus passes etc.
- Ensure excellent time management and ability to meet deadlines through prioritization and managing workload.
- Manage all records and communications discretely and maintain client privacy.
- Other financial and general administrative duties as required.

Key Competencies:

- **Values.** Behaves consistently with clear personal values that complement NIEFS's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices and professional behavior. Builds a respectful and client-centered workplace committed to maintaining privacy and confidentiality.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting ever-changing demands of clients, funders, employers, and other community stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership and initiative. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement in a highly complex environment.
- **Engagement.** Shows passion for the job and the mission of North Island Employment.
- **Effective Communication.** Fosters open communication, actively listens to others, speaks effectively and respectfully, and prepares written communication so that messages are clearly understood.

- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows policy, directions and procedures and ensures deliverables are met on time and according to agreed standards.

Qualifications – Knowledge, Education and Experience

- Minimum education required is a grade 12 diploma. Post-secondary education related to business, finance, accounting, bookkeeping or administration preferred.
- Experience working in a customer service, finance/banking or in a community or social service organization.
- Proficient using technology and experience working with scheduling, database software and MS Office including Excel.
- Advanced keyboarding skills and ability to type a minimum of 40 words per minute.
- Demonstrated commitment to exceptional customer service and resolving issues.
- A criminal record check will be required and employment will be contingent on the result of this check being such that security clearance to work in the Integrated Case Management System can be approved.

How to apply...

Please submit a resume and cover letter detailing how you meet the requirements of this position and why you want to join the award winning team at North Island Employment!

Completed applications must be received by North Island Employment by **Friday, January 24th**.

Please address all applications to:

North Island Employment
Shannon Baikie, Regional Manager
920 Alder Street, Campbell River, BC V9W 2P8
Fax: 250.286.3447
Email: shannon.baikie@niefs.net