



Finance and Data Quality Assistant

North Island Employment is currently accepting applications for a full-time, in-office Finance and Data Quality Assistant working in our Campbell River office but providing service to our Port Hardy office as well. This role offers an hourly wage of \$28.17 - \$29.92 per hour. This is an excellent opportunity to work in an exciting, client-centered career with an award winning organization! As a diverse and inclusive employer we are always open to hearing from anyone interested in the great work we do with our clients, employers and the community!

Who we are...

Connecting people with work since 1986. With 40 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 and Diversity Leadership by the Campbell River Chamber of Commerce; twice being recognized 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 affordable housing options, Campbell River is unparalleled.

If you are looking for a change in lifestyle then Campbell River and the North Island won't disappoint!

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 you pride yourself on the following attributes:

- You articulate your thoughts clearly and listen actively to others.
- You effectively communicate with diverse groups, including regional staff and vendors.
- You consider the perspectives and feelings of others to foster understanding and collaboration.
- You approach challenges with curiosity, analytical thinking, and sound judgment.
- You love digging into the details, guided by curiosity and a readiness to ask questions.
- You value precision and take pride in delivering accurate, dependable results.
- You are organized and have the ability to consistently manage your time.
- You love to learn new technologies, programs, and policies.

The Role...

The Finance and Data Quality Assistant reports to the Finance & Data Quality Manager and works closely with the Finance, Data, and Client Services teams to ensure the accurate and timely processing of client financial supports, wage subsidy claims, as well as the completion of quality assurance and Integrated Case Management (ICM) data integrity activities. This role requires strong knowledge of WorkBC Employment Services policy and Ministry system processes as they relate to data integrity, client financial supports, wage subsidies, and overall service delivery.

Key Duties and Responsibilities:

- Process Client Financial Supports/Services and Wage Subsidy reimbursement claims.
- Complete Case Transfer Requests, Service Requests, Case Closures, and Sustained Outcome Fee submissions.
- Prepare bi-weekly and off-cycle Client Pay.
- Complete Quality Assurance and ICM data integrity activities in collaboration with the Data Quality Coordinator, Client Services Coordinator, and the Manager of Finance & Data Quality.
- Collection and distribution of purchased items and supplies
- Perform accounts payable and payroll data entry in a backup support role.
- Handle all records and communications with discretion, ensuring client privacy is maintained.
- Perform related financial and general administrative tasks as required.

Key Competencies:

- **Values.** Acts with integrity, embracing personal values that reflect NIEFS's commitment to 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

- Foundational knowledge in bookkeeping or entry-level accounting is an asset.
- Proficiency with technology, including scheduling tools, case management database systems, and Microsoft Office applications.
- Advanced keyboarding skills with the ability to type at least 40 words per minute.
- Minimum of two years' experience in customer service and/or in a community or social services setting.
- A valid driver's license and reliable access to a personal vehicle are required for local trips.
- Successful completion of a criminal record check; employment is contingent upon obtaining security clearance to work within the ICM system.

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!

Applications will be accepted on an ongoing basis until the position is filled and for consideration for future openings.

Please address all applications to:

North Island Employment
Shannon Baikie, Executive Director
920 Alder Street, Campbell River, BC V9W 2P8
Fax: 250.286.3447
Email: recruiting@niefs.net