

## JOB POSTING

December 20, 2021

### Finance Administrator

*It is our preference to hire persons with experience living in or working within Indigenous communities. We encourage applicants to share their level of experience in this regard during the hiring process (cover letter/resume/interview).*

#### WHO WE ARE

Barkley Project Group (BPG) is a growing consulting firm specializing in project management services for clean energy and energy efficiency projects and other community-owned initiatives. We are based in Nanaimo, BC, and currently work with more than 30 First Nations communities in British Columbia and the Yukon. We support Indigenous communities by providing project management and administration capacities on a project-specific basis. We are passionate about the work we do, and we are grateful for the opportunity to work with communities as they pursue a thriving sustainable future for their members.

We focus on a community-centric approach, advocating for community control and ownership of their resources and projects. We also have a track record of success in securing government funding and commercial finance to support projects—both large and small. Our most important guiding principle is to ensure that project benefits align with community priorities.

#### JOB SUMMARY

Reporting to the Finance Manager, the **Finance Administrator (FA)** is a permanent, f/t, position working out of our Nanaimo head office. We seek a detail-oriented financial administrator to optimize our financial management procedures. You will be contributing to financial planning, preparing financial reports, and implementing best practices in financial administration. To ensure success as a financial administrator, you should have sound knowledge of accounting principles and experience in a similar role. A top-notch financial administrator will be someone whose expertise translates into optimized financial processes and compliance with industry regulations.

We offer a competitive salary with benefits. Although we're looking to fill this position very soon, the start date would be mutually agreed upon for right candidate. There may be options to work remotely from home for some of the time for the right applicant. Our culture encourages high-quality, professional development and learning. This is not just a job – this a career opportunity in a supportive team environment offering plenty of development! Our team is diverse, multidisciplinary, and welcoming. Our values are **Respect, Integrity, Trust, Innovation, Happiness, & Humour.**

#### DUTIES/RESPONSIBILITIES

Duties/responsibilities may include (but are not limited to):

- Gathering, analyzing, & interpreting relevant financial data
- Evaluating & optimizing financial controls & procedures
- Updating daily transaction records
- Responsible for payroll administration/processing (and expenses)
- Managing accounts receivable and payable
- Keeping records of invoices and tax documents, as well as reviewing & processing reimbursements
- Preparing income statements, balance sheets, & budgets
- Identifying financial liabilities & performing risk analysis on liquidity & cash flow
- Resolving account discrepancies & performing account reconciliations
- Preparing financial reports, including projected returns on investment & growth rates
- Keeping abreast of regulatory requirements & best practices in financial admin
- Supervising (if asked) finance/admin/office support staff & summer students
- Helping out with ad hoc projects (if asked)
- Maintaining/ordering office supplies & equipment
- Inventory management of company equipment/assets
- Responsible for reception (internal & external communications) & other admin duties
- Covering other staff members when they are away (ie holiday, sick)
- Contributing ideas, energy, and personal commitment to help foster a positive & rewarding work environment
- Complying with all Barkley company policies (ie HR policy, Covid Safety Plan)
- Adhering to all WorkSafe BC regulations, practices, procedures, and protocols
- Other duties as assigned by supervisor/manager

### OUR IDEAL CANDIDATE

- Degree or diploma in finance, accounting, business admin, or economics
- Professional accounting designation – strong asset
- Several years of experience in a similar capacity
- Experience with MS Office, Sage, & accounting/bookkeeping software programs
- Experience with payroll systems & administration
- Experience supervising/managing staff
- Superior time management, interpersonal, organizational & problem-solving skills
- Trustworthy, respectful & high integrity
- Self-starter & driven to achieve results
- Good communicator with sense of humour is an absolute must
- Willing to pitch-in where & when help is needed
- Acceptable Police Information Check (PIC)
- Valid driver's license & reliable transportation
- Legally entitled to work in Canada

### TO APPLY

Please e-mail your cover letter & resume to: **Dwayne Worthing, HR Manager**, at [hr@barkley.ca](mailto:hr@barkley.ca) citing "Finance Administrator" in the subject heading of the e-mail.

We thank all those who apply, however, only those shortlisted will be contacted.

As per s.42 of the BC *Human Rights Code*, preference may be given to Indigenous applicants.