



Finance & Data Coordinator

Reports to: Regional Manager, Finance & Data Quality
Hours: As per the Offer of Employment
Salary: \$31.52 to \$37.14 per hour

Who you are...

As a professional, you pride yourself on the following attributes:

- You genuinely enjoy working with a diverse range of people and personalities (staff, clients, community, and vendors).
- You articulate your thoughts clearly and listen actively to others.
- You are skilled in analyzing data trends, identifying patterns, and making data-driven decisions.
- You love the details and rely on facts, data and logical reasoning to form conclusions.
- You are able to manage multiple tasks, maintain clear records, and prioritize work efficiently.
- You have a keen interest in exploring, questioning, and gaining a deeper understanding of new technologies, programs, and policies.
- You consider the perspectives and feelings of others to foster understanding and collaboration.

The Role...

The Finance & Data Coordinator position reports directly to the Regional Manager, Finance & Data Quality and works closely with Regional Managers, Finance, Data, Client Services and Employer Service teams as well as the Regional Training and Contracts Coordinator. This role involves conducting data analysis using specialized systems to monitor performance and guide business decisions. It also supports financial processes, including month-end and year-end reporting, budget development, and audit preparation. In addition, the position provides backup for data quality, accounts payable, and payroll functions, contributing to the overall effectiveness of the organization.

Key Duties and Responsibilities:

- Conduct data analysis using WorkBC's Integrated Case Management and Business Intelligence Portal systems.
- Monitor and report on key performance measures and streamline data collection methods to create automated and easy-to-use routines.
- Collaborate with diverse teams to identify data requirements and design, build and maintain internal databases.
- Contribute to the development of annual budgets and year-end audit working papers.
- Support month and year end closing processes, ensuring timely and accurate reporting.
- Assist with the identification and implementation of process improvements.
- Support management and teams with various administrative, logistical, and operational tasks to ensure the smooth and efficient delivery of programs.

- Assist with the acquisition, selection, and agreement process for materials, equipment, supplies, and services.
- Provide backup coverage for data quality, accounts payable and payroll functions.
- Manage all records and communications discretely while maintaining client privacy.
- Related financial and general administrative duties 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 to ensure 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 degree or diploma in accounting or related field.
- 3-5 years of relevant work experience.
- Proficient with accounting software (e.g. Adagio, PayDirt) and data analysis tools (e.g. Excel, Access, BI platforms).
- Ability to exercise discretion, tact, good judgment, and a high degree of confidentiality in dealing with difficult situations.
- Availability to work varied work hours including evenings and weekends on occasion.
- Employment is conditional upon the successful completion of a criminal record check, which is required to obtain security clearance for working within the Provincial Government's Integrated Case Management System.

Acknowledgement

I have read, understand and I am committed to meeting the expectations of the Finance & Data Coordinator role with North Island Employment.

Print Name:

Signature:

Date: