



SURREY HEAD OFFICE FINANCE ADMINISTRATION CLERK

Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

PURPOSE

The primary objective of the Finance Administration Clerk is providing administrative support to ensure efficient operation of the Finance Department, in the Surrey Head Office. Reporting to the Finance Director, the Finance Administration Clerk will support on a variety of tasks related to organization and communication.

RESPONSIBILITIES:

- Filing for the Financial Team
- Audit Preparation and Assistance
- Monthly projects data entry
- Month End and general report processing as required
- Manage AP/Email
- Troubleshoot Vendors
- Manage Office Supplies
- External Invoicing
- Responsible for confidential and time sensitive materials
- Requires familiarity with a variety of office & financial practices and procedures
- Ability to effectively communicate via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner

QUALIFICATIONS AND EXPERIENCE

- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Detail oriented with the ability to proofread / scan for formatting, grammatical and spelling errors
- Excellent written and verbal communication skills
- Strong interpersonal, organizational and problem solving skills and ability to work in a dynamic, fast-paced setting with multidisciplinary approach
- Proficient in MS Office
- Proficient in Spreadsheet applications
- Able to clear a criminal record check
- Valid Class 5 Driver's License

Other Comments

- Other duties may be assigned to ensure efficient operation of the organization

To apply for this position please submit your application to:



**SURREY HEAD OFFICE
FINANCE ADMINISTRATION CLERK**

Linda Koster
Human Resources Manager
Metis Nation British Columbia
Email: lkoster@mnbca.ca

Deadline for applications: Friday April 12, 2019 1:00 p.m.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.