

JOB DESCRIPTION

CLERK, FINANCE

COORDINATOR 1

\$55,000 - \$65,000

LOCATION: Provincial Office – Station Tower (380 – 13401 108 Ave, Surrey)

PURPOSE

The Clerk, Finance role is to efficiently manage accounts receivable (AR) while providing vital support to the accounts payable (AP) team. The Clerk is responsible for maintain financial records, processing invoices, and assisting with various financial transactions. The Clerk, Finance role also serves as a backup resource for the AP team.

KEY DUTIES & RESPONSIBILITIES

- Manages the Accounts Receivable process, ensuring accurate and timely processing of customer invoices and payments receipts.
- Arrange for and document monthly deposits from various government funding agreements.
- Reconcile Accounts Receivable transactions by verifying entries and comparing them to system reports and balances.
- Verify the accuracy of all bank deposit transactions and investigate and resolve discrepancies between bank statements and internal records.
- Maintain detailed and organized financial records related to government funding receipts.
- Provide essential support to the Accounts Payable team in processing invoices, payments, and vendor inquiries, as well as acting as a backup resource for the AP team.
- Reporting of financial data related to government funding agreements, collaborating with Financial Accountants and other stakeholders as needed.
- Gather necessary information from internal and external stakeholders to resolve issues.
- Streamline financial processes, enhance efficiency, and optimize workflows for both Accounts Receivable and Accounts Payable.
- Analyze financial data and prepare reports that offer insights into the financial performance related to cash inflow from various funding streams.
- Ensure compliance with the MNBC's financial policies and procedures.
- Contribute to the development and enhancement of finance-related processes.

QUALIFICATIONS

- Diploma in Accounting, Finance, or related field from a recognized, post-secondary institution.
- Minimum of two (2) years of experience in an accounts receivable and accounts payable role.
- Combination of relevant experience, education, and training may be considered.
- Prior experience with Sage accounting software, an asset.

- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated ability to lead, problem solve, and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies including Microsoft Word, Excel and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of normal business hours.

I have read and acknowledge my understanding of the requirements and duties of the position:	
Employee's Signature	Date
Supervisor's Signature	Date