

JOB DESCRIPTION

ASSISTANT, FINANCE ADMINISTRATION AND TRAVEL

CLASSIFICATION: COORDINATOR 1

SALARY: \$55,000 – \$65,000

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

PURPOSE

The Assistant, Financial Administrative and Travel, coordinates the workflow of Accounts Payable (AP) and Accounts Receivable (AR), and provides administrative support for the function of MNBC travel. The Assistant is responsible for managing financial documentation, providing administrative support to the Finance team, and responding to related queries.

KEY DUTIES & RESPONSIBILITIES

- Manages MNBC Accounts Payable email addresses for incoming invoices and queries
- Ensures invoices have the necessary approvals based on MNBC Delegation and authorization table
- Ensures the invoices are accompanied by appropriate documentation such as approved purchase orders or signed service agreements etc.
- Ensures incoming invoices and payment requests adhere to MNBC Finance policies and procedures
- Prioritizes and assigns invoices for processing to the AP team based on importance and due dates
- Responds to AP related queries in timely manner or assigns these queries to the appropriate staff
- Pursues outstanding items with inaccurate information or improper documentation
- Assigns contracts and contract amendments for data entry
- Organizes and files completed emails efficiently using MS Outlook
- Manages and coordinates travel-related correspondence such as approved travel requisitions, travel expense claims, and invoices from MNBC travel service providers
- Coordinates with the Events & Project Lead to book travel arrangements for special events
- Liaises with MNBC's travel service provider as necessary
- Assists the staff with travel-related queries, particularly in the context of expense reimbursements
- Assists the Finance Managers to ensure efficient functioning of financial operations

QUALIFICATIONS

- Diploma in Accounting, Finance, or related field from a recognized, post-secondary institution
- Minimum two (2) years of experience in a related field
- Combination of relevant experience, education, and training will be considered.
- Knowledge of applicable rules and regulations

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- 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 Word, Excel, and other database/software required by the role.

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.
- Possession of, or the ability to obtain, a Class 5 driver’s license may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

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