

**NOTICE OF JOB VACANCY (Posted: February 6, 2019 – February 13, 2019)****Job Competition #:** 2019-ESS-02**Position:** **Program Finance Assistant**  
Skills & Supports for Job Success – Terminal Location  
Temporary full-time position at 35 hours per week  
Starting immediately through to March 31, 2019**Summary:**

Under the supervision of the Manager - Skills & Supports for Job Success Program, provides accounting, administrative and reception support for the program. Ensure that all financial and accounting transactions are tracked, charged and posted to the appropriate accounts. Screens, registers and schedules appointments for clients. Assists in the program marketing, resume development, participant follow-up, and event/workshop preparation. Maintains records and files using the required software and enters data into database program.

**Responsibilities:**

- Performs reception and clerical duties related to the program including word processing, filing, copying, faxing, processing mail, collating documents, and receiving visitors. Responds to and transfers phone calls as required.
- Screens telephone and walk-in inquiries and provides basic information about the program. Registers clients for information sessions and appointments with program staff. Enters client service record information into a centralized database. Once entered, updates and maintains information in the data base.
- Works with participants to draft resumes and cover letters according to prescribed templates and formats for review and approval by the Facilitator/Counsellors and/or Employer Relations Specialist; researches occupational and industry information.
- Prepares purchase orders and cheque requisitions for signature by the Manager ensuring that all supporting documentation is provided. Process signed documentation to Finance in a timely manner and according to established procedures.
- Codes financial and accounting transactions to the correct account in a timely manner. Calculates the amount owing to participants for training allowance and/or schools for short term training. Handles inquires and resolves financial discrepancies in consultation with participants and Finance Department.
- Prepares and updates service information and resources. Distributes and posts information in designated areas and via approved email lists.
- Coordinates meetings including notification/confirmation, facility booking, audio-visual equipment and catering.
- Generates program specific and other reports at the request of the Manager.
- Assists in the preparation, updating and distribution of program information and participant recruitment materials as required.
- Assists in conducting informational sessions for clients in the use of word processing software, e-mail, Internet search, online applications, portfolio development or other topics within the individual's areas of expertise. Assists/coaches clients using library resources off-site as required.
- Generates program-specific and other reports at the request of the Manager.
- Responds to reports of technical problems related to photo-copiers, fax machines, printers and computers. If unable to resolve the issue refers matter to Manager or appropriate department.
- Performs other duties as assigned.

**Qualifications:**

Certificate or diploma in office administration, accounting or bookkeeping supplemented by a minimum of one year of related experience; OR an equivalent combination of education, training and experience acceptable to the employer. Fluency in a second language is an asset.

**Core Competencies:**

- Ability to communicate effectively in both written and oral English.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public who are from differing cultural and linguistic backgrounds.
- Demonstrated proficiency in all aspects of Microsoft Office software and experienced in entering information into databases, managing client information and generating monthly and periodic statistical and demographics reports.
- Demonstrated ability to manage time and resources effectively.
- Ability to set and maintain boundaries with clients and manage self-care.
- Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

Email applications **must** include “2019-ESS-02” in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)

**Closing Date: By 4 pm, Wednesday, February 13, 2019**

**Salary Rate: \$17.39 per hour**

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

ISSoBC offers eligible staff outstanding medical and employer-matched RRSP benefits.