

We're Hiring!

**Posting:
A21922**

**Program Financial Assistant
Full-Time
(35 hours per week)**

**WorkBC - North
Surrey (Guildford)**

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Located in Guildford, our WorkBC Employment Services provide cost-free and tailored services to residents who are unemployed or working less than 20 hours a week and legally entitled to work in Canada and are not currently attending full-time school.

The Program Financial Assistant is responsible for performing, coordinating and overseeing financial and office administrative duties including data quality corrections, and sustained outcomes follow-up (4, 24 & 52 week) to enhance key performance measures and program outcomes. The Program Financial Assistant is also responsible for providing backup to the Administrative Assistant and Client Services Representative positions. This position requires work outside of normal office hours on occasion.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Conduct 4, 24 and 52 week sustained outcome follow-up and ensure job sustainment documentation for outcomes are accurately captured and entered in ICM.
- Perform data quality and Ministry invoice corrections
- Reconcile program sustained outcomes fees with finance.
- Order/purchase and maintain supplies. Keep inventory for office supplies, food vouchers, bus tickets and other supplies for clients.
- Managing orders, invoices and receipts/documentation from schools, daycares and office service providers.
- Complete program statistical reports related to COA and Ministry inquiries.
- Provide backup to the Administrative Assistant and Client Services Representative positions.

QUALIFICATIONS

Education, Training, and Experience:

- Demonstrated success in an Administrative/Bookkeeping or similar role.
- Advanced computer skills in MS Office and Internet; ICM experience an asset.
- Completion of high school preferably with post-secondary administrative certificate/diploma.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Posted: 21-Sep-29

Knowledge Skills and Abilities:

- Thorough knowledge of employment services and well-rounded knowledge of services and resources in the community.
- Demonstrated understanding of designing and developing effective marketing materials
- Organized and comfortable working in a multi-tasking, fast-paced environment.
- Exceptional communication and listening skills to ensure clients feel respected, heard and supported.
- Ability to organize and carry out duties with independence and professionalism.
- Alert to the needs of a performance-based business model.
- Strong ethics around confidentiality.
- Flexible and committed to contributing to a team - 'can do', 'will do' attitude.
- Competent in relating to very diverse clientele; patient and calm when handling challenging situations.
- Must be sensitive to, and respectful of, cultural and lifestyle diversity.
- Second language/Crisis Line experience is an asset.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **October 8, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Lois Venables, Assistant Manager
Options Community Services Society

Email: employmentservices@options.bc.ca

Please include a cover letter indicating the posting number [**#21922**] and detailed resume outlining your qualifications and related experience for the position.

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Posted: 21-Sep-29