

JOB POSTING

Program Administrator/Financial Support Employment Services Delta

JOB TITLE: Program Administrator/Financial Support

START DATE: As soon as possible

REPORTS TO: Manager Employment Services

SUMMARY OF RESPONSIBILITIES

The Program Administrator is responsible for the coordination and provision of administrative and financial support, and results tracking for BGC South Coast BC (BGC) Employment Services programs.

JOB DUTIES

- Complies with BGC policies and procedures (including code of conduct) as well as all funder procedures.
- Processes required documentation for staff.
- Coordinates purchasing requests for staff.
- Coordinates collection, collation and tracking of all participant information for internal and contract reporting requirements.
- Responsible for ordering, tracking, and maintaining inventory, and reconciling participant wages, allowances and supports (transportation, work equipment and clothing) and payments, and tracking amounts issued.
- Codes financial and accounting transactions to appropriate accounts and codes and processes invoices for payment.
- Verifies accuracy of cheques and/or requests adjustments as needed.
- Handles inquiries and resolves financial discrepancies.
- Reconciles and ensures accuracy of service provider invoices.
- Maintains complete records of the program's accounting transactions and supporting documents.
- Provides administrative support to staff.
- Liaises with employer partners to obtain necessary financial documentation and participant attendance verification for work experience placements.
- Advises the Manager of any deficiencies in the systems that support the delivery of Employment Services programs.
- Assists in the purchase of program equipment and supplies; attends to and reports technical problems related to the use of equipment.
- Ensures accurate, on time submissions of staff and client payrolls.
- Uses Comvida software program to coordinate the submission and processing of participant payroll.
- Maintains payroll records and produces letters, memos, schedules, and other documents.
- Ensures employee payroll allocations are kept current and accurately tied into contracts.
- Reviews monthly business invoices.
- Provides reception support as needed.
- Performs other duties as required.

REQUIREMENTS

- Clean Criminal Record Check (Vulnerable Sector).
- Reliable vehicle and a clean driver abstract
- High school diploma and Certificate in Office Administration or the equivalent of education and expertise.
- A minimum of 2-4 years' experience in office administration and bookkeeping or accounting. Experience in basic payroll is an asset. Experience in an employment service setting preferred.

- Aptitude for administrative systems development, implementation, and management.
- Experience with financial systems and processes, including assisting in the preparation of financial spreadsheets, data entry, tracking and filing of billing/invoicing and tracking and management of petty cash.
- Experience managing databases and generating reports.
- Experience using online technologies including email, chats, websites, intranets, online surveys.
- Exceptional interpersonal / customer services skills.
- Strong verbal and written communication skills.
- Strong word processing, financial and database knowledge, and skills.
- Excellent organizational and time management skills.
- Exemplary people skills with the ability to work with diverse populations, and staff throughout the organization.
- Ability to work within a team effectively and inspire commitment to continuous quality assurance
- Must be willing and able to travel for purchasing of client supports (i.e., compass tickets, gift cards etc.).
- Strong attention to detail.

This is a full-time position with 3 weeks paid vacation in first year, paid sick and personal leave, group benefits at six months and pension after one year.

CLOSING DATE

Position will remain open until filled.

HOW TO APPLY

Please submit a resume and cover letter directly to:

Melodee Gademans, Manager Employment Services mgademans@bgcbc.ca

Or check out our website for employment opportunities

<https://www.bgcbc.ca/work/>

Thank you in advance to all persons who apply for this position. Please note that only those selected for interview will be contacted.

BGC recognizes the value and importance of building and sustaining a culturally diverse environment and commits to intentional efforts to reflect that (along with our values) in all that we do. BGC has always been committed to diversity, and we believe that articulating our commitment to it in this way will support the ongoing evolution of this in our work going forward.

For employees, participants, volunteers, donors, and the community, we demonstrate that commitment through:

- Recruitment, employment, development, and promotion practices that are barrier free
- Encouraging representatives of diverse identities (race, national or ethnic origin, language, spiritual beliefs, age, gender, sexual identity, marital status, family structure, political beliefs, mental or physical ability, or socioeconomic status) to apply for available positions, participate in programs, and/or engage with BGC
- Making decisions based solely on an individual's qualifications, merit, performance, and organizational needs