



### **Officer of Finance and Administration**

Position: Officer of Finance and Administration  
Terms: Permanent / Full Time  
Start: February 26th, 2019  
Location: Dawson Creek, BC

At Community Futures we work with entrepreneurs and business owners, the non-profit sector and its amazing volunteers, local government and educators to grow community and economy in Northeast BC. We require a highly motivated individual with excellent financial, administrative, communications and interpersonal skills to work with our team.

This position is well suited for an individual who is very detail-oriented but can see around corners to the next quarter and beyond and is a people leader who offers creative solutions to everyday challenges.

Preferable skills include:

- Proven ability to work successfully with a great team yet able to work independently without supervision
- Ability to handle multiple tasks within a changing environment
- Excellent communication skills – verbal and written, and interpersonal skills
- Extraordinary client service, organizational and time management skills
- Excellent decision-making and problem resolution skills
- Advanced working knowledge of MS Office (Word, Excel and Outlook) and Sage Accounting
- Maintain all financial records for Community Futures Peace Liard
- Maintains all aspects of the accounting/bookkeeping system, with input from the General Manger, program staff and the Corporate Auditor, as needed. This involves (but is not limited to) activities in the following areas:
  - Payroll (ADP)
  - Budgets, claims and reports
  - Accounts receivable
  - Loan portfolios
  - Project accounting and reporting
  - Coordinates the Electronic Funds Transfers and bank deposit systems for all operational aspects, including loans and projects
  - Prepares financial reports for CFPL Board and General Manager. Responds to financial inquiries and questions from funders.

If you feel that you would like to join the Community Futures team and make a positive contribution to your community, please forward your resume with at least three (3) related references and cover letter. to General Manger Sue Kenny, [skenny@communityfutures.biz](mailto:skenny@communityfutures.biz) with Finance/Administration.

**Posting open until filled. Ongoing interviews**