

Full Time Finance & Administration Clerk

THE OPPORTUNITY:

Technology for Living (TFL's) is in search of an enthusiastic, performance driven, team-focused and compassionate individual, who would like to use their intellectual, organizational, and detailed-focus skills and experiences to support the Finance, Human Resources and Administration departments.

This is a full-time, in office (not remote) and permanent position (37.5 hours per week), Monday to Friday daytime hours.

This position is available immediately.

COMPENSATION:

\$23.00 - \$25.00 per hour

Full benefits after completion of a 3-month New Employee Evaluation

THE ORGANIZATION:

Technology For Living (TFL) is a non-profit social purposed organization that has served people with disabilities in British Columbia for the past 50 years. Our primary purpose is to help people with disabilities live independently at home by providing, installing, and servicing assistive technology and home automation for people living with physical disabilities. We do this through the offerings of three member-centered programs: 1. Technology for Independent Living (TIL), 2. Provincial Respiratory Outreach Program (PROP), and 3. Peer Support Program.

THE POSITION:

The Finance and Administration Clerk is an entry level position and plays a pivotal role in supporting, developing, implementing, and coordinating financial requirements, operational details, organizational activities, and initiatives, as well as staffing administrative and support tasks. The Finance and Administration Clerk will work within a team to ensure smooth processes and ease of delivery within the day-to-day operations and support the office and staff.

The Finance and Administration Clerk will be responsible for a variety of entry level accounting and moderately complex clerical work. The person in this role is required to perform a variety of tasks related to finances, Human Resources support, organizational branding, and office and administrative coordination. Leading and/or Involvement in Technology for Living 's Organizational Health and Safety committee is also a requirement of this role.

technology for living

REQUIRED SKILLS & COMPETENCIES:

- Completion of Grade 12, supplemented by courses in administration, and/or finance, together with sound related experience, or an equivalent combination of training and experience.
- Demonstrates confident and solid verbal and written communication skills in the English language.
- Advanced working knowledge of other computer application programs, including Microsoft office (Word, excel & Outlook)
- Skilled at typing (keyboarding) rapidly and accurately
- At least 1 years' working experience in a professional office environment.
- Keen interest in a variety of responsibilities with changing priorities
- Working knowledge of basic accounting systems and practices.
- Experience at presenting and leading meetings to a group of people.
- Experienced with event planning and managing event details.
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Highly detail-oriented; ability to think analytically; uses sound judgement; has a high level of discretion and confidentiality.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Strong interpersonal skills; ability to interact/communicate effectively with co-workers, members, caregivers, and other professionals in a respectful, tactful, courteous, and empathetic manner.
- Skillful at Identifying and rectifying potential problems, roadblocks and/or challenges.
- **Must** be a permanent resident of Canada.
- Ability to pass and maintain a clear Police Information Check.
- Experience in a non-profit organization is an asset.
- Valid Canadian driver's license is an asset.

HOW TO APPLY:

Application Deadline: May 31st, 2024

Please send your cover letter and resume, in PDF format to kris@khconsultinggroup.org. **Include your hourly rate expectation in your cover letter.** You may also apply online at Charity Village.

<https://charityvillage.com/jobs/full-time-finance-administration-clerk-in-vancouver-british-columbia-ca/>

Our staff are busy serving our members and do not have time to field telephone inquiries. **PLEASE, NO phone calls.**

If you are the kind of professional who can work independently, yet take direction, is self-motivated and organized, will work in collaboration within a small office, is personable, mature, and professional, has a positive attitude, eager to learn and wants to make an impact, then we want to hear from you!

Thank you in advance for your interest and application. Only those shortlisted for an interview will be contacted.
