

**Finance and Operations Administrator
Job Posting
Salary Range: \$50,000 - \$60,000**

Focused Education Resources (www.focusedresources.ca) is hiring a **Finance and Operations Administrator** to join their growing team of dedicated and skilled professionals who are passionate about supporting excellence in K-12 education in BC. Reporting to the Controller, the Finance and Operations Administrator is responsible for supporting the day-to-day bookkeeping and operations processes and procedures that support the smooth running of Focused Education Resources.

RESPONSIBILITIES

Operations Administration

- Along with the Controller, coordinate the procurement of office supplies and equipment
- Ensure health and safety environment is maintained including equipment, drills, etc.
- Ensure smooth operation of office equipment and arrange for maintenance and repair work
- Other ad-hoc operations tasks

Financial Administration

- Maintain Financial Records
 - Keep accurate records of financial transactions
 - Bank and Credit Card Reconciliations
 - Record day-to day financial transaction and completing the posting process
 - Prepare monthly /quarterly reports
- Accounts Receivable and Payable
 - Process invoices, manage accounts receivable follow-up on outstanding receivables
 - Ensure timely payment of invoices and bills
 - Reconcile and process expense claims for staff, Board, Advisory Committees, and others as requested
 - Deposit cheques at bank
 - Process payroll accurately and on time
- Audit
 - Support the Controller in preparing Audit schedules and collecting information required by the Auditors
- Miscellaneous
 - Update the CRM (MS Dynamics)
 - Work with the Procurement team and the Controller to ensure that procurement fees are accurately calculated, invoiced and collected
 - Provide support to Management team including development of budget templates, budget projections, tracking of expenses, etc.
 - Prepare GST Returns
 - Other ad-hoc finance tasks



EDUCATION AND EXPERIENCE

- 2+ years relevant post-secondary education and training
- Basic bookkeeping essential, along with good financial skills
- Experience with payroll
- Experience working with a CRM, preferably MS Dynamics, and in MS Teams
- Experience using QuickBooks
- Demonstrated experience coordinating multiple projects
- Demonstrated ability to work in a small team setting
- Experience within a start-up operation or small firm in growth mode an asset

REQUIRED SKILLS

- Highly organized and detail oriented but able to adapt as priorities arise
- Proficient in Microsoft applications
- Strong math skills
- A positive “let’s get this done” attitude, and an ability to execute independently with precision and accuracy with little oversight
- Excellent troubleshooting and problem-solving skills
- Excellent interpersonal skills with the ability to foster effective working relationships
- Team player who strives to exceed expectations
- Ability to work independently with little supervision, and to function under pressure in an open plan office environment with regular interruptions
- Ability to meet multiple service demands simultaneously
- Ethics and confidentiality to handle sensitive information tactfully

WORKING CONDITIONS

- Vancouver office-based
- Attendance at meetings or organization events
- Opportunity for a hybrid work schedule with 1-2 days working from home, subject to operational requirements

Diversity, equity and inclusion is a core value of Focused Education Resources, one that is strongly supported and demonstrated throughout the organization. All qualified applicants will be given fair and equal consideration regardless of ethnicity, race, sexual orientation, gender identity and expression, culture, disability, nation of origin, age, or religion.

If you are a creative team player with a customer-focused orientation who is eager to learn and take on responsibilities, then we would love to hear from you! **To apply**, please submit your resume and a cover letter outlining why you are interested in this position to: careers@chemistryconsulting.ca citing **Focused Education – Finance and Operations Administrator** in the subject line.