



Job Posting: Finance Officer

Umbrella Multicultural Health Cooperative is a member-driven, not-for-profit, community health Centre (CHC). Our members are people who face language and cultural barriers accessing health care. Our mission is to provide practical access to affordable and holistic healthcare services that are appropriate in culture and language for those without access to health security.

We work with a Cross-Cultural Health Broker (CCHB) Model. CCHBs are multicultural, multilingual healthcare workers who facilitate communication between patients, service providers and health and social service systems.

Job purpose/summary

The Finance Officer (FO) works as part of a team and provides general finance and human resources oversight and support to the day-to-day operations of the organization. The Finance Officer reports to the Manager of Finance and Administration.

The Finance Officer provides finance and human resources assistance and performs the duties and responsibilities listed in the Duties and Responsibilities section. The position specifically cultivates a culture and environment aligned with the organization's mission, values and principles.

Duties and responsibilities

Finances

- 1) Process bookkeeping tasks including bill payments, printing and mailing cheques, making deposits, invoicing, etc.
- 2) Process monthly account payables, reconciliation of monthly expenses and bank accounts, monthly group retirement plan contributions and respective payments.
- 3) Perform business banking needs.
- 4) Prepare financial statements and maintain general ledgers.
- 5) Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems (Quick Books).
- 6) Ensure accuracy and compliance with accounting standards, procedures and internal control.

- 7) Prepare tax returns and submit Charity Information Return from accounting records.
- 8) Review and support external audits and adjust journal entries, balance sheets and financial statements accordingly.
- 9) Assist the Manager of Finance and Administration in preparing funders and Board reports.

Human Resources

- 10) Process payroll, sick hours, vacation time, and other paid leaves. Respond to and process staff inquiries related to their payroll and time off.
- 11) Process employees' group benefits (Group Health) and respond to and process staff inquiries related to their benefit package.
- 12) Process employee's group retirement plan (Co-operators). Respond to and process staff inquiries related to their benefit package.

Qualifications

Required Skills and Education:

- Bachelor's degree in Accounting, Finance, or related field, or similar experience, with one-year experience minimum in bookkeeping.
- Chartered Accountants (CA) Designation (Preferred) or,
- Chartered Professional Accountant (CPA) (Preferred).
- Thorough knowledge and proficiency in office practices and procedures.
- Knowledge of bookkeeping systems and procedures.
- Experience with managing budgets.
- Ability to manage external audits.
- Proficiency in using MS Office, MacOS and other digital communication platforms.
- Proficiency in QuickBooks and Microsoft Excel.
- Demonstrated strong and effective communication skills.
- Demonstrated ability to ensure an effective, efficient and safe working environment.
- Knowledge of BC's employment standards requirements.
- Excellent communication and organizational skills detailed- oriented, and ability to multi-task.
- Experience managing multiple projects.
- Ability to take initiative, problem solve, use sound judgement and make decisions within the scope of the position.
- Ability to work independently, under pressure and meet tight deadlines.
- Demonstrated ability to work collaboratively.

- Demonstrated ability for relational practice, active listening, and building trust with all stakeholders.
- Demonstrated ability to manage risk and maintain confidentiality.
- Ability to create and implement efficient and effective systems.
- Ability for time management, prioritization and organization.

Assertiveness, demonstrated leadership skills,

Preferred Skills:

- Experience working in culturally diverse community-based setting
- Working with diverse, immigrant, and refugee communities

Working conditions

As a community service organization, the work at Umbrella Co-op is demanding and rewarding. Umbrella Co-op is committed to providing an emotionally and physically safe working environment where employees can thrive in their roles.

The Finance Officer is full-time, 30 hours per week. Additional work hours may be added in the future as needed.

The Finance Officer works onsite in a shared office environment and occasionally remotely, and daily interpersonal interactions are required using videoconferencing and mobile technologies.

Physical & Mental requirements

The Finance Officer is responsible for the work outcomes and results of the people they supervise. They are required to provide clear and direct instructions and foster effective communication channels between team members.

The Finance Officer spends extended periods of time sitting stationary in front of a monitor using computers, which can cause muscle strain. The Finance Officer will also have to do some lifting of supplies and materials from time to time. If assistance is needed, the Finance Officer is encouraged to reach out to team members.

JOB TYPE: Permanent with 6 months probationary period, full-time, 30 hours per week, Monday to Friday, evenings and weekends may be required.

SALARY AND BENEFITS: A range of \$25 to \$30 per hour, depending on past related experience. The full range of benefits includes paid vacation/sick leave, extended health and dental benefits and a group retirement plan.

JOB POSTING DATE: January 1, 2024. Posting will be published until filled.

APPLICATION INSTRUCTIONS: Please submit your cover letter and resume - all one pdf. document, with the title: “[InsertYourName]. Finance Officer” to rblanco@umbrellacoop.ca

We kindly thank you in advance for your interest and application; however, only selected candidates will be contacted for an interview.

For more information, please visit our website www.umbrellacoop.ca