Job Description

Restoration Financial Assistant – INTERNAL POSTING ONLY

Position Status: Full-time

Location: Blueberry River First Nations

Reports to: Restoration Program Manager

About Blueberry River First Nations:

BRFN is a First Nations band that aims high for success and inspires all individuals to succeed. At Blueberry, we seek to improve our community and to ensure that we are progressing positively. Our core values are based on a genuine belief that all individuals have the ability to prosper and are the drivers of their own success. We aim to support lifelong learning for the people we serve through programming as well as our employees.

Summary of the Position

Reporting to and under the direction of the Restoration Program Manager, the Restoration Financial Assistant will support the Lands department to ensure the effective operation of the lands and restoration team and ensure the necessary controls to effective administration of BFRN finance and assets.

Responsibilities and Duties

- Prepares budgets with support from administrative assistant
- Assists administrative assistant with preparing financial reports and administrative reports to funders
- Organizes and files all invoices, POs, and receipts
- Prepares cheque requisition forms for division out-of-pocket expenses
- Meets regularly (at least monthly) with Finance Department to ensure funds are deposited and expenses are coded to correct budget in accounting software
- Informs Restoration Program Manager of required adjustments to coding
- Supports coordination of staff payroll and member time sheets for authorization by Restoration Program Manager
- Supports Manager with payroll and program budget tracking
- Develops, implements, and maintains quarterly updates for managers and leadership
- Develops, implements, and maintains clear processes for reconciling division financials
- Checks contractor invoices against projected expenditures regularly
- Tracks all project budgets from development to completion
- Demonstrates a positive team attitude and flexible mindset
- Maintains confidentiality and professional demeanor in all interactions
- Other related duties.

Qualifications and Skills

- High school diploma or equivalent.
- Education and or experience in an administrative course/program or any relevant experience is preferred.
- 1+ years of experience in administration or finance administration support.
- Preferred knowledge in Microsoft office products.
- A valid BC Driver's License, Driver's abstract and a reliable vehicle required.
- Clean criminal record check required.

Please e-mail your resumes to hr@blueberryfn.ca. **We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.**

THIS IS AN INTERNAL POSTING! PLEASE DO NOT SHARE EXTERNALLY, ONLY INTERNAL CANDIDATES WILL BE CONSIDERED.