



Finance Admin Support Worker

Red Earth Creek Office



Summary:

Reporting to the Operations Manager, this position will provide financial administrative support to the Finance Department of KTC Child & Family Services.

Key Responsibilities:

- Maintain an organized, complete, and accurate filing system to support efficient recordkeeping and document retrieval.
- Review invoices and ensure accuracy in expense coding and completeness of documentation.
- Obtain necessary approvals for payables so that Finance can process payments in a timely manner.
- Match purchase orders to invoices in preparation for payment processing.
- Prepare and compile supporting documentation for VISA reconciliation.
- Assist Payroll Dept. to track Overtime Hours, as well as Vacation & Sick leave days.
- Assist the Lead Finance Officer and Finance Department in completing the Annual Year End Audit with the Audit Company.
- Work closely with Admin Support workers from the other KTC Child & Family offices to obtain financial support documents, including Purchase Orders & Expenditures Authorizations.
- Assist Finance Department with other duties as needed and assigned.

Knowledge & Skills:

Education: High School Diploma, and/or Office Administration, Business Administration, Accounting Diploma would be an asset.

Skills & Experience: Familiar with Microsoft Programs (Word, Excel). Strong communication (verbal and written), and strong attention to detail skills; ability to work as a team member. Organization and time management to handle multiple tasks, prioritize work, and meet deadlines. Ability to work independently and adapt to change in a fast-paced environment. Discretion and confidentiality when handling sensitive information, such as financial records and client information. A basic knowledge of Child & Family Services Legislation & Regulations.

Additional requirements: current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle); Please note that only applications submitted with the required Intervention Record Check and Canadian Police Information Centre (CPIC) clearances (**must be within 6 months**) will be considered. Applications submitted without the required clearances will not be reviewed. Submit to oath of confidentiality; personal telephone or access to telephone; must be willing to adhere to agency drug & alcohol policy; ability to speak and/or understand the Cree language an asset. Alcohol and drug testing pre-screening will apply.

**Salary will be based on Academic & Professional qualifications
Open until suitable candidate is found.**

Please forward your resume to: careers@ktccfs.ca

We thank all candidates for their interest; however, only individuals selected for an interview will be contacted.

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