



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

## **Finance Support**

*Finance*

### **Job Purpose**

Finance Support Assistant is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that finances are accurate and up to date, that vendors and suppliers are paid in a timely and appropriate manner within established time limits.

### **Duties and Responsibilities**

- Perform the day to day processing of accounts payable transactions to ensure that finances are maintained in an effective, up to date and accurate manner.
- Receive and verify invoices and requisitions from programs.
- Verify that transactions comply with financial policies and procedures.
- Prepare, verify, and process invoices and coding payment documents.
- Prepare batches of invoices for data entry.
- Data enter invoices for payment.
- Process backup reports after data entry.
- Prepare vendor cheque for mailing.
- Maintain listing of accounts receivable and payable.
- Other duties may be assigned as needed.

### **Administrative Support**

- Maintain inventory files.
- Monitor and order office supplies.
- Maintain a filing system for all financial documents.
- Ensure the confidentiality and security of all financial files.
- Perform other related administrative support as required.

## Qualifications

- Minimum 1year of experience in related finance position.
- Knowledge of office administration and bookkeeping procedures.
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Confidentiality concerning financial files.
- Excellent interpersonal skills.
- Team building skills.
- Analytical and problem solving skills.
- Effective verbal and listening skills.
- Attention to detail and high level of accuracy.
- Very effective organizational skills.
- Effective written communications skills
- Computer skills Including the ability to operate computerized accounting, spreadsheet and word processing programs, and email.

## Working Conditions

Minor work environment challenges – work is primarily conducted within the organizations’ facilities, but the work environment involves some exposure to noisy non office-like conditions. No immediate exposure to injury.

## Salary Scale

Starting: Administrative Support II

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.