



Northwest Child Development Centre

Working together with families, collaborating with communities, strengthening the region

Northwest Child Development Centre Requires a Finance Administrative Assistant

**This is a permanent part-time position (21 hours per week).
Competitive Wages and Eligible for Extended Health Benefits**

Start date: March 13th, 2023

Job Summary:

The Finance Administrative Assistant will provide a wide range of administrative functions supporting the finance activities and business functions of the CDC while working in collaboration with CDC's Accounting Team. The Assistant will support the payroll system, accounts payable and receivable processes as well as managing Employee Benefits. This position is based in Smithers, B.C. Reporting directly to the Executive Director.

Qualifications & Requirements*:

- Preferred certificate/diploma in bookkeeping, business administration, office management or related field.
- Minimum of 2 years of accounting/bookkeeping experience.
- Experience with office software (Word, Excel, Office 265).
- Knowledge of accounting processes and familiarity with accounting software is preferred.
- Ability to multi-task, organize workload and establish priorities.
- Ability to work independently and within a team environment.
- Ability to communicate effectively, both verbally and in writing.
- Criminal Record Check Clearance -required.
- COVID 19 Full Vaccination – required.

Apply by March 3rd, 2023, to:

Executive Director

E-mail: hr@nwcdc.ca

***Please note only qualified applicants will be contacted.**