



**WHISTLER COMMUNITY
SERVICES SOCIETY**
"A Helping Hand Toward A Healthy Community"

Whistler Community Services Society

Finance Administrator

Job Description

Job Summary:

Whistler Community Services Society provides inclusive support and is an advocate to create and build a healthy community. We value trust, respect, inclusion, advocacy and collaboration. As an accredited charity by Imagine Canada, we uphold the highest level of standards to improve our organization.

As the Finance Administrator at WCSS, you will work with the Director of Operations, Finance Manager, Office Manager and administrative team to promote the organization, efficiency, and administration of finance, accounting, payroll, and human resources issues. Specific duties and requirements include:

Duties and responsibilities:

- Assist with payroll, accounts payable, bookkeeping, and other financial administration tasks. Specific tasks include but are not limited to:
 - Preparing payroll entries and direct deposits
 - Recording accounts payable and facilitating vendor payments
 - Bookkeeping for Social Enterprises
 - Bank and post office pick up and drop offs
 - Account reconciliation
 - Credit card transaction bookkeeping and reconciliation
 - Other financial administrative tasks as required
- Promote organization and best practices as related to human resources and personnel administration. This to include
 - Employee file administration
 - Employee document preparation including onboarding and employee changes
 - Benefit plan administration
 - Employee file audit and other HR organization tasks
 - Assist the Finance Manager in employee communications
- Provide front desk reception support 8 hours per week and as needed by:
 - Answering phones
 - Greeting community members
 - Providing information about the organization and community

Requirements:

Qualities and Qualification:

- Appropriate experience with financial administration and human resources
- Attention to detail, deadlines and overall accuracy and diligence
- Experience handling personal information and confidentiality
- A willingness to work with our administrative team to provide excellent client service and admin team support
- A willingness to learn and grow your professional career as Whistler Community Services Society itself grows

WCSS is dedicated to diversity and inclusion. Our commitment is reflected in our programming, the clients we engage with and the team members we employ. We encourage a workplace in which individual differences are recognized, appreciated and respected. We welcome applications from all qualified candidates.