



Financial Administrative Associate

Role Purpose:

To provide administrative support to United Way's finance, donor and campaign data management functions, and general office and program administrative support.

Responsibilities

- Accurate and timely entry of all donor pledges and receipts in the CRM database
- Maintenance of both organization and individual CRM account information
- Maintenance of agency and event accounts as well as their payment and campaign structures in CRM
- Analysis and correction of CRM entries where necessary
- Assistance with the production and maintenance of CRM pledge and payment entry processes and guidelines
- Assistance with CRM related audit queries and information on a day to day basis and during the annual audit
- Manage, process and record donor PayPal receipts
- Preparation and delivery of weekly bank deposits
- Preparation, sending and reconciliation of invoices.
- Assistance with accounts payable and basic journal entries in the Sage system and related financial administrative tasks (opportunities for growth in this area)
- Office supply maintenance and ordering
- Support for the effective management of the organization's IT services and network
- Organization of the Bus Ticket program and communications with related agencies
- Coordination of Day of Caring volunteering program
- Other administrative duties as required

Qualifications and Experience:

- Database entry experience with a complex CRM
- Extremely strong level of attention to detail, desire for high accuracy and adherence to processes
- Basic bookkeeping knowledge and experience with Sage/Simply Accounting, QuickBooks or other financial accounting system would be an asset
- Proficiency in Microsoft suite of programs

Southern Interior BC Admin Office:
202-1456 St. Paul Street, Kelowna, BC V1Y 2E6
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By Appt: #200 – 4301, 32nd Street, Vernon, BC V1T 9G8
T: 250-549-1346 | Toll Free: 1-866-GIVE4UW



Core Competencies:

- Strong organizational skills
- Excellent attention to detail
- A questioning attitude and willingness to learn
- Flexibility and ability to adhere to financial deadlines
- Trustworthy and professional

Details:

- Full- Time position
- Competitive salary and benefits package, commensurate with experience.
- The role will be based at United Way SIBC's main office in Kelowna
- Desired start date – 01 August 2019

To apply:

To apply please submit your resume and a concise cover letter explaining your motivations for applying and the skills you will bring, by email to jobs@unitedwaysibc.com by the closing date, end of day **Friday 14 June 2019**.

Interviews will be held week of 1 July 2019.

United Way SIBC thanks all applicants for their interest. As a small organization, we have limited capacity and so only candidates selected for an interview will be contacted.

www.unitedwaysibc.com

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