



**Sooke Family Resource Society  
Job Posting 02-2025 – Finance Clerk**

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We are currently seeking a **Temporary Finance Clerk** to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

**Mission statement:** We provide people, of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title: Finance Clerk  
Date Posted: March 17, 2025  
Closing Date: March 28, 2025  
Term: April 22, 2025 to December 6, 2026  
Reports To: Manager of Finance  
Wage/Salary: \$25.95 – \$29.76 (JJEP Wage Grid 10)  
Location: Sooke, BC  
Shift Schedule: Monday to Friday, standard working hours  
Hours per Week: 35 hours per week

**To Apply, please submit resume, and cover letter by email to [careers@sfrs.ca](mailto:careers@sfrs.ca)**

**Job Summary:**

This primary role of the Finance Clerk is to provide support to the Finance Department, primarily focusing on Finance Administration, Accounts Payable, Accounts Receivable, and Payroll.

**Key Duties and Responsibilities:**

**Administration:**

1. Performs a range of financial and clerical duties often involving material of a confidential nature for the Manager of Finance.
2. Inputs, edits, and retrieves data using:
  - Sage 50
  - Payworks
  - MSOffice Software (Excel, Word, etc-)

**Employees interested in applying for the above position should submit their name and resume to Human Resources within 14 calendar days of this posting.**

3. Creates and updates:
  - Employee expense forms/claims
  - Financial templates and processes,
  - Annual payroll schedule, employee expense schedule/EFT payable schedule and e-transfer on-line bill payment schedule,
  - Direct Deposit uploads and on-line payment initiation.
4. Ensures efficient and up to date financial systems in consultation with the Manager of Finance. This includes:
  - Updates finance instruction manuals,
  - Assists in year-end documentation,
  - Effectively maintains records,
  - Maintains- paper and digital files, prints and files monthly financial statements from Sage,
  - Supplies financial support to all staff at SFRS locations.

#### Accounts Receivable:

- Prepares, issues and posts invoices,
- Posts receivables including donations and provincial funding
- Maintains up to date accounts receivable ledger,
- Updates Manger of Finance of overdue receivables.

#### Accounts Payable:

- Prepares direct deposit and cheque printing/requests for all payables,
- Reviews requisitions for accuracy and completeness including coding and allocations
- Files processed payable paperwork manually and digitally,
- Maintains AP Tracking sheet,
- Posts bi-weekly employee expense claims,
- Posts all invoices with correct coding and program allocations
- Maintains organization's cell phone usage spreadsheet for payments
- Maintains monthly vendor credit accounts.

#### Payroll:

- Post payroll expenses and remittances
- Pull reports, creating biweekly spreadsheets
- Print and file appropriate documents.

#### Reconciliations:

1. Mandatory Employment Related Costs and Benefits:
  - Reconciling and posting Benefits,
  - Updated records as needed for Benefits.
2. Bank and Credit Card Reconciliations and Posting:
  - Monthly reconciliation of Thrift Shop Sales Summary Sheet, pulling reports and Posting to Sage,
  - Monthly reconciliation of Thrift Shop and Gaming bank accounts,
  - Monthly reconciliation of staff credit cards,
  - Monthly reconciliation of operations accounting including creating and maintaining spreadsheets for operations and thrift shop departments,
  - Reconciling monthly credit and debit POS deposits,
  - Posting bank deposits.
3. Creates and maintain printer usage spreadsheet for department tracking and billing.

#### Other:

1. Performs related duties as assigned by the Manager of Finance which are consistent with duties and responsibilities at the wage grid benchmark which employee is being remunerated.

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### Education & Experience:

- Certificate or Diploma in Business Administration, Accounting, Bookkeeping or Finance.

### Skills:

- Three (3) years' recent relevant experience and proficiency in Excel, Sage 50 or Sage Intacct. A combination of education, training, and experience will be considered.

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