



July 13 2022

Job posting

DCFA Office Staff – Financial Coordinator

Wage is \$33.65 per hour.

Hours: 7.5 hours per week, with the possibility of more due to vacation coverage and other extra duties.

Job Description

The incumbent performs a variety of financial accounting and other administrative tasks in support of the Association's operations. They handle the financial affairs of the DCFA, including dues and accounts receivable, accounts payable, month and year-end financials, monthly and yearly reports, and year-end Audit preparation. Generally, the incumbent will be expected to perform the required tasks based on instructions from the Secretary-Treasurer and/or other authorized DCFA representatives. Unusual problems or concerns will be brought to the Secretary-Treasurer. However, since this is a small office, the employee is also expected to work independently when necessary.

DUTIES

Confirm that Faculty dues from the College have been received by the credit union.
Verify and prepare monthly payables for signature and mail cheques.
Prepare for signature and mail additional cheques as requested by the Secretary-Treasurer.
Maintain various Excel spreadsheets as requested by the Secretary-Treasurer.
Assist the Secretary-Treasurer with accounting and financial responsibilities using Excel spreadsheets and Sage Business Cloud accounting software or other similar software.
Assist in preparation and maintenance of the annual budget.
Assist in the annual audit.

Ensure maintenance and preparation of payroll records and staff benefits.
Complete and submit reports to government agencies as required.
Assist the Administrative Officer if requested, in particular to cover as much of their duties as reasonably possible when the Administrative Officer is unavailable.

Please send all resumes with a cover letter to dcfsectres@gmail.com

Jennifer Kirkey
DCFA Secretary-Treasurer
604-868-4105

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