



## Join our Team!

Nestled on the eastern shores of spectacular Vancouver Island the Town of Ladysmith has a population of approximately 9,000 people, provides an inviting small town atmosphere and yet, is only a short commute to all the amenities of a major urban centre. Residents enjoy excellent community and recreational facilities and year round opportunities for outdoor enthusiasts.

### Posting Date

September 4, 2024

### Application Deadline

September 13, 2024

### Application Information

Visit [ladysmith.ca/careers](https://ladysmith.ca/careers) to view the job description for a full list of qualifications and to find out the status of this posting and other employment opportunities with the Town of Ladysmith.

Are you interested in joining our team? If your background mirrors our requirements, we'd love to hear from you. Please submit a cover letter and resume in confidence to:

[careers@ladysmith.ca](mailto:careers@ladysmith.ca)  
Competition #2024-58

# FINANCIAL SERVICES COORDINATOR

Permanent Full Time

### Position Overview

Reporting to the Accounting Supervisor, the Financial Services Coordinator is accountable to assist the finance department with data entry, research, schedule updates, photocopying, front counter reception, administration of the business license subsystem, and other related clerical duties as assigned. As a first and primary point of contact to the Town's finance department, a high level of focus on client service, including the provision of friendly, helpful, knowledgeable, resourceful, timely, and solutions-based service, is essential.

### Core Duties

- Contribute and assist with the preparation of the Financial Plan including data entry and filing.
- Complete daily clearing of all bank accounts.
- Perform financial analysis and research for the Finance Department as directed.
- Complete monthly general ledger reconciliations and year-end working papers as assigned. Prepares Journal Entries as required.
- Process purchase card statements for the Finance Department and other areas as directed.
- Provide back up for the accounts Payable Coordinator as required.
- Maintains municipal and the mobile business licenses.
- Coordinates and maintains the Grants-in-Aid process.
- Provide administrative and organizational support for the department in an accurate and timely manner.
- Actively ensures the Town's financial website is maintained with current information and reports in an accurate and timely manner.

### Qualifications

- Completion of Grade 12 and two (2) year accounting diploma program from a recognized school, and a minimum of two (2) years recent and relevant experience. Municipal experience is an asset. An equivalent combination of education and experience may be considered.
- Demonstrated intermediate proficiency in the use of Microsoft Office software applications and financial ERP systems.
- Demonstrated working knowledge of common accounting procedures.
- Demonstrated attention to accuracy, completeness, and timeliness in tasks, approaching work in a disciplined and orderly fashion.

### Additional Information

- Employees currently receive Wellness Initiatives, including use of facilities at Frank Jameson Community Center
- Benefits including Extended Health, Dental, Group Life and AD&D
- Municipal Pension Plan with employer and employee contributions
- Hours of work: 35 hours/week \$33.49/hour

<b>TITLE:</b>	FINANCIAL SERVICES COORDINATOR
<b>DEPARTMENT:</b>	FINANCIAL SERVICES
<b>DIVISION:</b>	CORPORATE SERVICES
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	8

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### GENERAL ACCOUNTABILITY

Reporting to the Accounting Supervisor, the Financial Services Coordinator is accountable to assist the finance department with data entry, research, schedule updates, photocopying, front counter reception, administration of the business license subsystem, and other related clerical duties as assigned. As a first and primary point of contact to the Town's finance department, a high level of focus on client service, including the provision of friendly, helpful, knowledgeable, resourceful, timely, and solutions-based service, is essential.

### PRIMARY DUTIES AND ACCOUNTABILITIES

- Contribute and assist with the preparation of the Financial Plan including data entry and filing.
- Complete daily clearing of all bank accounts.
- Perform financial analysis and research for the Finance Department as directed.
- Complete monthly general ledger reconciliations and year-end working papers as assigned. Prepares Journal Entries as required.
- Process purchase card statements for the Finance Department and other areas as directed.
- Create purchase orders and gathers quotes/estimates as required. Assist other departments as directed.
- Review Accounts Payable batches to ensure invoice accuracy inclusive of amount, description, and appropriate general ledger expense account. Maintain the Supplier Client database within the corporate software.
- Provide back up for the Accounts Payable Coordinator as required.
- Maintains municipal and the mobile business licenses including invoicing, collection, reporting and month end reconciliations.
- Coordinates and maintains the Grants-in-Aid process including but not limited to the initial review of applications ensuring compliance with established requirements and follows up with applicants when necessary. Prepares for approval staff reports and payment requisition. Completes all Grant in Aid reporting on the Town's website and other financial reports in a timely manner.
- Respond to information requests in a diligent, efficient, professional and service oriented manner; discerning nature of the inquiry and providing appropriate referrals.
- Provide back up for the Customer Service Representative as required. Acts as a secondary cash receipting system operator, including, in accordance with internal controls, the initiation of bank account transfers and daily balancing of cash & deposits.
- Handle clients who may be angry, emotional or experiencing stress in a sensitive manner.
- Responsible for daily bank deposit and delivering/retrieving mail.
- Maintain the bank branch data for mortgage companies and pre-authorized withdrawals. Verifies pre-authorized withdrawals and electronic payment information for accuracy.
- Maintain the Town's refundable deposits and initiate refunds as directed. Act as the point of contact for other departments regarding refundable deposits.
- Responsible for coordination and filing of grant applications and assists in the preparation of grant reporting.
- Maintain the Town's Carbon Credit program, including capturing the Town's greenhouse gas emissions, fuel consumption data and data from other agencies to assist in Provincial reporting requirements.

- Provide administrative and organizational support for the department in an accurate and timely manner. As directed, provide administrative support, either on site or remotely, to the Fire Department including letters and incident reporting using corporate software.
- Actively ensures the Town's financial website is maintained with current information and reports in an accurate and timely manner.
- Assist with the Town's asset management program.
- File electronically all invoices pertaining to tangible capital assets and other projects as directed.
- Assist in developing and implementing internal controls, protocols, and procedures. Actively offer ideas to improve internal practices and client service.
- Follow safe work practices and safety guidelines as established by the Town and WorkSafe BC.
- Other related duties as assigned.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

- Completion of Grade 12 and two (2) year accounting diploma program from a recognized school, and a minimum of two (2) years recent and relevant experience. Municipal experience is an asset. An equivalent combination of education and experience may be considered.
- Demonstrated intermediate proficiency in the use of Microsoft Office software applications and financial ERP systems.
- Demonstrated proficient data entry skills.
- Demonstrated working knowledge of common accounting procedures.
- Demonstrated working knowledge of current office procedures, practices and equipment.
- Demonstrated initiative with minimum direction; completing tasks by removing barriers and locating necessary resources.
- Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
- Demonstrated ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.
- Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
- Demonstrated ability to adapt and thrive in an atmosphere of changing priorities and circumstances.
- Demonstrated ability to act according to established policies, procedures, and guidelines.
- Demonstrated attention to accuracy, completeness, and timeliness in tasks, approaching work in a disciplined and orderly fashion.
- Demonstrated a consistent focus on achieving results despite challenges or obstacles.
- Demonstrated valuing diversity.