



FINANCE AND ADMINISTRATION MANAGER

We are focused on developing a company that will be a positive influence on our employees and community. A place where we work well as a team to provide amazing customer service and to achieve personal and business goals. We are looking for energetic, skilled, and motivated individuals to join us on this journey.

Salary and Benefits: ~ 52,000 with extended benefits package (i.e., health, dental and retirement)
Hiring Plan: 1 full-time

The Finance and Administration Manager plays a critical role in the efficient operation of the store, its performance, and compliance. As a primary contact and team leader, they model exemplary conduct and actively contribute to an environment of employee and customer engagement. Working closely with the General Manager, they uphold the Store's vision and ensure all objectives and goals are met or exceeded. They perform various duties personally or through supervision of employees and work collaboratively with the management team.

Responsibilities include and are not limited to the following:

- Oversee general office services and provide administrative functions in support of the Store and General Manager.
- Enter data and maintain records according to generally accepted accounting principles, store policies, and other applicable regulations.
- Support General Manager to ensure cash controls and procedures are set, followed, and verify daily cash balances. Track and monitor financial transactions.
- Prepare and process bank deposits and financial documents such as bills, receipts, and invoices.
- Plan, administer and control budgets for contracts, equipment, and supplies.
- Prepare statistical, financial, and accounting reports for management and/or Board as delegated.
- Support GM to interview, hire and oversee training for staff.

Required Qualifications:

- High School Diploma, General Education Development, or equivalent
- 2+ years accounting / bookkeeping and 1+ years supervision and management experience
- See "nature and scope" at www.visionquestbc.ca/project/ttes/

Preferred Qualifications:

- Related College / Technical
- 1+ years office management and 1+ years retail grocery experience
- Experience with relevant payroll legislation and regulatory requirements, bookkeeping practices, accounting principles and procedures, office administration, personnel records and file management, and data management and analysis
- Ability to maintain a high level of accuracy and confidentiality in preparing reports and entering information.
- Strong computer literacy and proficient with accounting and Microsoft Office programs, in spreadsheets and word processing.
- Well-developed planning, organizing, controlling, and administration skills.
- Highly effective written, oral, and interpersonal communication skills.
- Demonstrated teamwork, supervision, and customer service skills.
- Sharp attention to detail and ability to handle multiple demands and work under pressure.
- Current BC drivers' license and access to a reliable vehicle.
- Awareness of Indigenous issues and barriers to opportunities.

