



Canadian Mental
Health Association
Cowichan Valley



EMPLOYMENT OPPORTUNITY

Finance and Administration Assistant

Finance

Permanent Part-Time

POSITION SUMMARY

CMHA is looking for a Finance and Administration Assistant for the Finance department. Reporting to the Manager, Finance & Administration (FM), and under the direction of the FM and Associate Executive Director (AED), the Assistant, Finance & Administration carries out a variety of duties related to daily operational and administrative procedures, financial management, data collection/processing/reporting, and other requirements of programs and services operating within CMHA-CVB.

QUALIFICATIONS

Qualifications include Grade 12 graduation; experience in administrative role(asset); knowledge or experience of Employee Management Software and MS Office applications (e.g., Word, Excel, etc.).

POSITION DETAILS

This is a Permanent Part-time Union Position (15 hours/week). The hours of work are flexible with weekends off. The rate of pay is \$27.91 per hour (Pay Grid 20) [Under review]. The position offers attractive Benefits Package along with Municipal Pension Plan upon meeting the eligibility requirements. Successful candidate to start as soon as possible.

APPLICATION DETAILS

Please submit your resume via email to careers.cowichan@cmha.bc.ca. Kindly specify the title of the position in your subject. Internal applicants mention 'INTERNAL' in the subject line.

Applications will be accepted until the position is filled.

Please note that proof of COVID-19 vaccination status (a valid BC Vaccine Card) and a successful clearance of a Criminal Record Check for vulnerable sector is a condition of employment with CMHA Cowichan Valley Branch.

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement, please visit our website at cmhacowichanvalley.com.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Position Title:	Assistant, Finance & Admin
Program Title:	CMHA-CVB Finance
Date:	March 2024

ORGANIZATION OVERVIEW:

Providing services in the Cowichan Valley since 1992, Canadian Mental Health Association - Cowichan Valley Branch (CMHA-CVB) is a registered charity and not-for-profit, independent society operating under a branch division agreement with CMHA British Columbia and within the context of the nation-wide Strategic Plan of the Canadian Mental Health Association.

As part of a national organization and an advocate of mental health for all, CMHA-CVB facilitates access to resources people need to maintain and improve mental health and wellbeing, and to participate in community integration, build resilience, and support recovery from mental illness and/or substance use and addiction.

CMHA-CVB operates Warmland House Emergency Shelter, Transitional Housing Services, Sobering and Assessment Centre, Adult Outreach programs, a Youth Centre, Youth Connect, Bounce Back personal coaching, Family Capacity Program, Rainbows and a variety of other counselling/therapeutic programs for children, youth, and families.

CMHA-CVB also provides community education and advocacy aimed at the promotion of good mental health and in support of individuals and families with mental health challenges.

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement as attached.

POSITION SUMMARY:

Reporting to the Manager, Finance & Administration (FM), and under the direction of the FM and Associate Executive Director (AED), the Assistant, Finance & Administration carries out a variety of duties related to daily operational and administrative procedures, financial management, data collection/processing/reporting, and other requirements of programs and services operating within CMHA-CVB.

These programs and services include (but are not restricted to) those operating from the CMHA-CVB Head Office, Warmland House, counselling offices, and other locations.

RESPONSIBILITIES:

- Prepare, post, and deliver bank deposits. Ensure accurate handling of cash/cheques, ensuring the deposit balances to the ledger and revenue is posted to correct accounts and departments.
- As per all funding contracts, be able to update and maintain required administrative databases tracking clients and activities of Warmland House and other programs.

- As requested/required, support and assist CMHA-CVB Manager of Finance and Administration with the creation, input and maintenance of the organization's other data bases, spreadsheets and various reports
- Post donations, and prepare tax receipts
- Verifies information related to scheduling, including checking employee timesheet in the Employee Management Software(EMS), and ensuring the employees are assigned correct shifts, adjust shifts (if required), create and delete shifts/rotations as required. Check coding, verify clock in/outs, absences such as vacation and all types of leave in EMS.
- Benefits administration
- Provide administrative support to both the FM and AED, including work on special projects such as Accreditation, Staff Manuals, reports, and other assignments relating to the operation/administration of the organization.
- When necessary, manage incoming phone calls and act as point of contact for admin office (visitors, deliveries, recycling, service contractors, etc.)
- Order office supplies and business cards
- Assist Operations Manager with equipment inventory (phones, laptops, etc.)
- Update voicemail recording as necessary
- Perform other duties as required and assigned.

REQUIRED COMPETENCIES and SKILLS:

- Effective team player who is respectful, non-judgmental, and non-intrusive
- Strong competency in Employee Management Software
- Willingness to master the unique data reporting requirements of the CMHA-CVB funders and community partners
- Familiarity with Microsoft Office Windows
- Ability to create and manage spreadsheets using Microsoft Excel
- Excellent organizational skills
- Accuracy, with strong attention to detail
- Ability to multi-task, prioritize and problem solve
- Ability to maintain strict confidentiality
- Good interpersonal and communication skills; effective personal boundary setting skills
- Ability to work independently
- Ability to analyze situations quickly and apply sound judgements
- Ability to work and build rapport with others
- Willingness to take on and continually learn new tasks as required
- Demonstrated knowledge of cultural competency and anti-racist practices

QUALIFICATIONS:

- Grade 12 graduation
- Experience in an administrative role and basic understanding of finance and benefit administration will be an asset

- Minimum 1-year experience in Employee Management Software.
- Successful clearance of a Criminal Record Check for vulnerable sector

Signature, CMHA-CVB Executive Director

Date