

*Are you motivated by meaningful work that strengthens local businesses and communities?
Bring your financial and administrative talents to a dynamic, community-focused
organization dedicated to helping small businesses succeed.*

Join our team as a:

Finance and Administration Clerk

Full-Time Permanent

ABOUT COMMUNITY FUTURES FRASER FORT GEORGE

Community Futures Fraser Fort George (CF FFG) supports small business growth, entrepreneurship, and community economic development across the Fraser Fort George region. We help local entrepreneurs start, expand, and sustain businesses that build resilient and vibrant communities.

POSITION OVERVIEW

The Finance and Administration Clerk provides vital financial and administrative support to the organization. This role is responsible for managing daily accounting activities, processing loan payments, assisting with financial reporting, and ensuring smooth office operations. The ideal candidate is detail-oriented, adaptable, and able to manage multiple priorities in a collaborative, fast-paced environment.

KEY RESPONSIBILITIES

Financial Administration

- Process and code invoices, verify accuracy, and prepare regular payments.
- Manage accounts payable and receivable, including reconciliation and reporting.
- Process and record loan payments, ensuring accuracy and completeness of loan documentation.
- Prepare and distribute financial reports, expense summaries, and project accounting records.
- Maintain organized and up-to-date documentation for all financial transactions.
- Collaborate with the Business Analyst on loan setup, disbursement, monitoring, and reporting.

Administrative Support

- Provide general administrative support, including monitoring the organization's general inbox and phone line, scheduling meetings, and coordinating training room rentals.
- Greet and assist clients, responding to basic inquiries and referring them to the appropriate staff as needed.
- Maintain accurate and organized records for accounting and administrative functions.
- Support correspondence, data entry, and preparation of reports and documentation.
- Ensure confidentiality and accuracy in all communications and record-keeping.

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Operational & Program Support

- Assist with the preparation and submission of financial claims and reports to funders.
- Support purchasing activities by obtaining quotes, processing purchase requests, and maintaining inventory of office supplies.
- Maintain accurate and current records in the Client Management System.
- Contribute to project and event tracking by entering and maintaining financial and administrative data.

QUALIFICATIONS & REQUIREMENTS

- Completion of an Accounting or Finance Certificate/Diploma or equivalent education and experience.
- Minimum two years of experience in accounts payable, receivable, or a similar finance-related role.
- Working knowledge of accounting principles, practices, and audit procedures is considered an asset.
- Familiarity with provincial and federal sales tax rules and general bookkeeping standards.
- Proficient in Microsoft Office 365 and accounting software.
- Knowledge of loan administration and processing considered an asset.
- Strong analytical, organizational, and problem-solving skills with a high attention to detail.
- Ability to maintain confidentiality and work independently within a small team.
- Excellent communication and interpersonal skills.
- Valid driver's license and ability to travel within the region if required.

Personal Attributes

- Detail-oriented, accurate, and highly organized.
- Proactive and adaptable with a commitment to teamwork.
- Strong sense of accountability and confidentiality.
- Positive attitude and a willingness to learn.

WHY JOIN OUR TEAM

- Help entrepreneurs and local businesses succeed.
- Gain valuable experience in finance, accounting and administrative coordination.
- Join a dedicated and community-minded team.
- Salary Range: \$56,000 - \$66,000 – 37.5 hours/week

HOW TO APPLY

Additional information about Community Futures, the detailed job description and qualifications can be found on our website: www.cfdc.bc.ca

To apply for this position please submit a resume, and cover letter detailing your interest and qualifications by **November 25, 2025**, to:

Diane Bourret, 3GreenLights
diane@3greenlights.ca

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