



FINANCE ADMINISTRATOR

Who is the Tire Stewardship BC?

Founded in 2007, the Tire Stewardship BC (TSBC) is the agency in BC that was formed to help producers (retailers) fulfil their obligations for a regulated end-of-life product management strategy with a focus on the collection and recycling of tires. To operate a scrap tire program in BC, the producers must have a ministry-approved stewardship plan, renewed every five years, that outlines how the program will run and how the obligations of the retailers will be met. TSBC is governed by a board made up of representatives from Tire & Rubber Association of Canada, The Retail Council of Canada, the Western Canada Tire Dealers and the New Car Dealers Association of BC.

Position Overview

Reporting to the Operations Manager, the **Finance Administrator** is responsible for day-to-day finance and administration activities, being exposed to a variety of tasks related to supporting both internal and external stakeholders that are focused on environmental responsibility and sustainability. The Finance Administrator is enveloped in the pulse of business and provides front-line support along with accurate, up-to-date financial data, manages financial transactions and maintains financial records.

Key Responsibilities

- Administering the accounts receivable and accounts payable functions
- Processing of all revenue filings, invoices, and payments including daily revenue reconciliation
- Delivering support for TSBC retailers in their use of the online remittance system
- Acting as the public face of the TSBC by answering phones, responding to general inquiry emails & general administrative duties
- Providing support to the Operations Manager pertaining to escalation of retailer issues and concerns
- Assisting the Operations Manager and Executive Director with various financial reporting including reports for stakeholder meetings and Board / Board committee meetings, including cashflow
- Aiding with gathering information and data required during the annual audit and budget process
- Assisting with other program functions and project support that may be required as directed by the Operations Manager or Executive Director

Qualifications

- 3-5 years' experience in a financial support position
- Finance, Accounting or Business Administration degree or diploma, or the equivalent in experience.
- Solid understanding of basic finance and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting and financial records

- Data entry skills with a curiosity about numbers
- Hands-on experience with spreadsheets
- Proficiency in MS Office
- High degree of accuracy and attention to detail
- Energetic, self-starter
- Great communicator and solution provider
- Service oriented
- Excellent organizational skills

Salary and Benefits

- Salary: \$60,000-\$70,000 depending on experience
- Two weeks' vacation
- Health Care spending account
- Beautiful downtown office location
- Parking, bus pass and/or bike storage provided