



Position Title:	Finance and Administrative Assistant		
Reports To:	Director, Corporate Services		
Classification Level:	Pay Grade 6	Date:	April 2026

About EducationPlannerBC

EducationPlannerBC (EPBC) is B.C.'s provincial application and data exchange hub designed to provide improved access to post-secondary education in B.C. by engaging and informing applicants and their supporters throughout their post-secondary researching, planning, and applying stages. EPBC works to proactively innovate for our applicants, public post-secondary institutions (PSIs) and government partners.

Position Summary

Reporting to the Director, Corporate Services, the Finance and Administrative Assistant is responsible for providing financial, administrative, and operational support. This encompasses a range of activities, including expense claim and invoice processing, credit card reconciliation, agreement tracking and preparation, timesheet and absence reporting, and other activities and processes that facilitate the successful administration of the organization's internal services.

The Finance and Administrative Assistant is a highly organized and detail-oriented professional with a passion for accuracy. They are an independent worker who takes a proactive, analytical approach to their work while collaborating within the broader team. The Finance and Administrative Assistant works closely with the Office Coordinators and Budget Analyst/Bookkeeper and is committed to supporting efficient day-to-day operations, anticipating organizational needs, and contributing to ongoing process improvements.

Key Accountabilities & Time Allocation

The following provides an approximate allocation of time for key accountabilities and a representative list of duties. From time to time, this position will be expected to undertake other duties and responsibilities as necessitated by its evolving position within the organization or the overall business objectives of the organization.

Finance Support (60%)

- Review and process expense claims, invoices, and payment requisitions using both internal and Simon Fraser University (SFU) systems, ensuring consistent application of associated policies and procedures
- Reconcile EPBC corporate credit cards, using designated internal and SFU systems
- Provide information and support for staff regarding expense claims, invoices, and corporate cards
- Assist in the maintenance and organization of financial systems that support the quick retrieval of accounts payable information
- Identify and investigate discrepancies or inconsistencies in financial records and escalate as necessary
- Liaise with SFU finance department, where applicable, to support accounting processes

Administrative Support (25%)

- Track and process timesheet and absence reporting (e.g. working hours, vacation, and other absences), using internal and SFU systems, and ensuring consistent application of associated policies and procedures
- Support the preparation and tracking of a variety of agreements, including gathering required information and conducting research

- Ensure office equipment and supplies are maintained; support orders as needed
- Research, compile, and report on information related to internal operations and the work of EPBC

Operational Support (15%)

- Collaborate with teams across the organization on the development and implementation of financial and administrative processes that support EPBC operations
- Keep current with internal and SFU policies, procedures, and standards that impact financial and administrative duties; maintain files, records, and systems in alignment with those
- Provide input on business processes and procedures to ensure efficiency and consistency; identify gaps or deficiencies, and make recommendations for improvements and streamlining
- In consultation with the Office Coordinators, ensure appropriate support is in place during absences
- Perform other related duties as assigned

Competency Requirements

- Exceptional attention to detail and accuracy
- Ability to clearly communicate, both verbally and in writing, being mindful of the audience and their communication needs
- A sense of initiative, with the ability to set priorities, follow workflows, and meet deadlines
- Excellent organizational, research, and analytical skills with the ability to critically evaluate and synthesize information
- Ability to build and maintain collaborative working relationships and provide exceptional client service to team members across the organization and external partners
- Ability to be flexible and adapt to changing situations, anticipate needs and reprioritize tasks, and adjust to shifts in workload and task priorities
- Ability to maintain confidentiality and to exercise tact, diplomacy, discretion and sensitivity
- Willingness to learn and update professional knowledge and skills and adapt with technology

Education, Knowledge and Experience

- Completion of some post-secondary education with 1-3 years related experience, or an acceptable combination of education, training, and experience
- Demonstrated communication and interpersonal skills, including proficiency with business writing, spelling, punctuation, grammar
- Proven proficiency in the use of spreadsheet applications, such as Excel
- Proficient with MS Office, Adobe Acrobat, financial applications, and online communication tools such as Microsoft Teams
- High-level of technology proficiency

Supervisory Responsibilities

No formal supervisory responsibilities.

Interpersonal Relations

The key stakeholders and team members this role interacts with include:

- Internal stakeholders – All members of the organization, SFU
- External stakeholders – Vendors, Key Customers, Property Management Companies, PSIs, BC Government Ministries, Industry Groups



Decision Making Authority

Decisions generally affect their own job, procedures, and the department in which the employee works. Through the collaborative nature of EPBC, decisions may also impact the workflow or reputation of other departments. In some instances, decisions may impact stakeholders, though management supervision generally limits this position's impact on decisions.

Financial Responsibility

This role has oversight of financial transactions. There is no spending authority associated with this role.

Working Conditions

This position is expected to have the normal working conditions expected of a professional office role. EPBC is currently offering the option for a hybrid work environment, with a combination of remote and in-office work.

Additional working conditions include:

- Evening and/or weekend work may be assigned, on occasion, in response to critical issues or in lieu of regularly scheduled weekday shifts
- Possible eye strain from the constant viewing of electronic displays (i.e. computer monitors)
- Occasional travel may be required

Posting Information

Closing Date: This posting will remain open until the position is filled

Pay Range: \$64,225 to \$70,802 annually, commensurate on experience.

This is a temporary, term position until June 2027, based in Vancouver. EducationPlannerBC is currently offering the option for a hybrid work environment, which involves a minimum of 2 days per week in office.

To apply for this position, please send your CV and cover letter to careers@educationplannerbc.ca.

All qualified candidates are encouraged to apply, although only those eligible to work in Canada, at the time of application submission, will be considered.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.