



Position Description

Accounting & Administrative Assistant

Position Title: Accounting & Administrative Assistant
Reports to: Director of Finance & Operations
Collaborates with: Executive Director, Administrator, contractors, staff, and Nation representatives
Location: Remote (with occasional in-person meetings as required)
Position Type: Part-time (0.7 FTE), with potential for growth
Salary: \$30 to \$34 per hour based on experience

CENTRAL COAST INDIGENOUS RESOURCE ALLIANCE (CCIRA)

The Central Coast Indigenous Resource Alliance (CCIRA) was established by the Central Coast Nations - Heiltsuk, Kitasoo Xai'xais, Nuxalk, and Wuikinuxv - to provide coordination and technical support in fisheries management, marine planning, and science. CCIRA is rooted in the stewardship values and governance objectives of the Central Coast Nations and works to uphold Indigenous knowledge systems and governance through all aspects of its operations.

ROLE CONTEXT & INTENT

The Accounting & Administrative Assistant role strengthens CCIRA's internal operations and administrative systems by providing coordinated support to finance, HR, and leadership functions. It has been designed to build organizational capacity, improve day-to-day efficiency, and ensure continuity across core administrative responsibilities. The position primarily supports the Director of Finance and Operations, while also providing backup executive support to the Executive Director as needed. While learning from the Administrator, the Accounting & Administrative Assistant builds internal capacity and readiness for future succession in core administrative functions. The role also strengthens internal systems and coordination, helping to ensure consistent service delivery across CCIRA's distributed team.

POSITION SUMMARY

The Accounting & Administrative Assistant plays a key role in supporting CCIRA's internal operations and ensuring effective and culturally respectful service delivery. This position handles payroll, day to day bookkeeping, government remittances and reporting, and HR administration, as well as supporting scheduling, meeting coordination, travel bookings, and document preparation as needed. The role requires digital fluency (comfort using multiple platforms and online collaboration tools), attention to detail, and discretion. The Accounting & Administrative Assistant must be capable of working independently while staying aligned with the priorities of the Director of Finance and Operations and Executive Director. The role is ideal for someone who thrives in a dynamic, team-oriented environment and is committed to supporting Indigenous-led governance and collaborative stewardship.

KEY FUNCTIONS & RESPONSIBILITIES

Financial Administration (50%)

- Maintain the day-to-day financial books and records for CCIRA as well as a related association and limited partnership
- Prepare monthly bank reconciliations, general ledger balancing and inter-company/related party reconciliations
- Setup payment files, EFT, ACH Payment, etc on banking platforms
- Track, record and organize invoices, expense claims, and receipts
- Match receipts to Visa statements and prepare necessary reconciliations
- Prepare travel reimbursement forms and support audit file maintenance
- Prepare and process Payroll and government remittance
- Assist with annual budgeting process
- Prepare monthly financial reporting and related schedules
- All other duties as assigned

Executive and Administrative Support (20%)

- Support the preparation and formatting of agendas, meeting minutes, and briefing notes
- Track, monitor, and support follow-up on key tasks and deliverables
- Support internal project tracking and coordination (e.g., timelines, reminders, basic reporting)
- Support scheduling and calendars for CCIRA, and the DoFO and ED as required
- All other duties as assigned

Meeting and Event Coordination (10%)

- Support the Administrator with booking venues, travel, catering, and meeting logistics
- Coordinate virtual meeting links and technology setup
- Support logistics for cultural events, Board and team meetings

Technology and Systems Support (5%)

- Maintain shared contact lists, filing systems, and organizational calendars
- Add/remove users from CCIRA systems (Slack, Zoom, Dropbox, Google Workspace, Microsoft Office)
- Liaise with external IT as needed for troubleshooting

Onboarding and HR Logistics (5%)

- Support onboarding logistics for new hires and contractors
- Coordinate setup of email, file access, and introductions
- Maintain updated staff and Nation contact directories

General Office and Program Support (10%)

- Order and track supplies and materials (e.g., office, swag, gift cards)
- Assist in maintaining clear and accessible filing systems
- Maintain organizational calendar of key events, meetings, and deadlines
- Draft and format internal communications (e.g., staff announcements, reminders) where required
- Assist with document management including archiving, file naming conventions, and accessibility

BEHAVIOURAL COMPETENCIES

- **Cultural Fluency & Respect:** Understands and upholds Indigenous governance systems and CCIRA's commitment to self-determination
- **Relational Accountability:** Builds trust and communicates with care and clarity
- **Integrity & Professional Responsibility:** Maintains confidentiality, honors commitments, and exercises discretion
- **Adaptability & Growth Mindset:** Embraces learning and change
- **Team Orientation & Collaboration:** Works well in cross-functional teams and contributes to a positive culture

CORE COMPETENCIES (Administrative Role-Specific)

- **Operational Excellence:** Efficient task management and attention to detail
- **Supportive Service Orientation:** Proactively supports team needs
- **Information Management:** Maintains organized records and uses digital tools effectively
- **Process Coordination:** Manages scheduling and logistics with professionalism
- **Digital Literacy:** Uses collaboration tools (e.g., Google Workspace, Dropbox, Zoom, Microsoft Office, Slack) with ease

POSITION QUALIFICATIONS

Required Experience

- Minimum 3 years of recent, relevant experience in administrative, executive assistant, or office support roles
- Minimum 3 years of experience using Sage 50 Accounting
- Minimum 3 years experience with day-to-day bookkeeping
- Demonstrated experience managing scheduling, correspondence, and document preparation
- Proven ability to handle confidential information with discretion
- Proficiency with digital collaboration tools, such as Google Workspace, Zoom, Dropbox, Microsoft Office, and Slack
- Strong written and verbal communication skills
- Reliable access to a home office setup and stable internet connection
- Ability to work independently and prioritize tasks in a remote environment

Preferred Experience

- Familiarity with nonprofit or Indigenous governance contexts
- Experience with event or meeting logistics coordination, including travel and venue arrangements
- Previous support for onboarding or HR-related processes
- Experience maintaining organized electronic filing systems and document version control
- Experience using PayWorks for Payroll

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

The successful candidate will demonstrate the following abilities, aligned with CCIRA's core competencies and cultural values:

- **Administrative Knowledge:** Knowledge of office administration principles, procedures, and systems acquired through a minimum of three (3) years of recent, related experience in an administrative, executive assistant, or office support role.
- **Financial and Records Support:** Knowledge of bookkeeping and financial administration practices such as invoice tracking, project accounting, expense claims, reconciliations, and document management. Acquired through a minimum of three (3) years of recent experience. Experience supporting audit documentation or budget tracking is considered an asset.
- **Planning and Prioritization Skills:** Ability to plan, organize, and prioritize tasks to meet deadlines in a high-volume or multi-priority environment. Demonstrated experience coordinating multiple administrative functions simultaneously.
- **Confidentiality and Discretion:** Ability to handle sensitive information in accordance with organizational policies and applicable privacy laws. Demonstrated understanding of confidentiality in an Indigenous governance or nonprofit setting is preferred.
- **Communication Skills:** Ability to communicate clearly and effectively, both verbally and in writing, including composing business correspondence, editing documents for clarity and grammar, and communicating with diverse audiences.
- **Digital and Information Management Skills:** Proficiency in using digital collaboration tools (e.g., Google Workspace, Dropbox, Zoom, Microsoft Office, Slack) for scheduling, document storage, and communications. Ability to maintain and organize electronic filing systems.
- **Cultural Awareness and Engagement:** Knowledge of Indigenous governance systems, protocols, and working with Indigenous communities or organizations. Experience in cross-cultural collaboration is considered a significant asset.

WORKING CONDITIONS

CCIRA operates in a distributed work environment, with team members located across the Vancouver Island, the Central Coast, the South Coast, and Vancouver. This is a remote, part-time position (24–30 hours per week) with flexible scheduling and some required availability during core working hours. There may be potential to increase hours over time.

The successful candidate must have reliable access to a home office and internet and be comfortable with regular computer use and periods of sedentary work.

Candidates must be based in the southern Vancouver Island region (Victoria to Nanaimo) and available to attend in-person meetings as needed. Approved travel costs will be reimbursed.

This role supports CCIRA's mission to foster strong working relationships with our Nations and ensure ecosystems return to a healthy balance while respecting self-determination, culture, and community well-being.

Candidate Evaluation Criteria

Candidates will be assessed based on the following:

- **Required and Preferred Experience**, as outlined in the position qualifications.
- **Core Competencies**
- **Knowledge, Skills, and Abilities (KSAs)**

These criteria guide the hiring process and support a transparent, strengths-based selection approach.

REMUNERATION

This is a part-time employee position with a salary range of **\$30 to \$34/hour at 0.7 FTE**, depending on experience in relation to the responsibilities of the role. CCIRA is committed to fair and transparent compensation. The position includes flexible work arrangements and reimbursement of approved travel costs. A benefits package is currently under development, and the successful candidate will be eligible once it is implemented.

HOW TO APPLY

To apply, please send the following materials to careers@ccira.ca with the subject line: **Application – Accounting & Administrative Assistant**

- A cover letter outlining your interest in the role and how your experience aligns with CCIRA's mission and values
- A current CV or résumé (PDF format preferred)

Application Deadline: Monday August 25, 2025

Start Date: As soon as possible

CCIRA is committed to equitable hiring practices and to fostering a culturally safe, inclusive, and respectful work environment grounded in Indigenous values and governance. We welcome applications from all qualified candidates and may prioritize Indigenous applicants.

If you require accommodations at any stage of the hiring process, please contact careers@ccira.ca in confidence. We are committed to working with applicants to ensure an accessible and respectful process.

We thank all applicants for their interest. Only those selected for an interview will be contacted.