

A CAREER BALANCING

WORK LIFE



BUDGET COORDINATOR

As budget coordinator, under the direction of the manager of Corporate Financial Services, you will be part of a team responsible for preparing and presenting complex information, researching and identifying issues, and interpreting and applying policies and regulations as they pertain to WorkSafeBC's corporate financial structure.

As a qualified candidate, you'll possess:

- Post secondary education, plus completion of — or in the final stages of acquiring — a professional accounting designation (e.g. CA, CGA, CMA)
- One to two years of directly related experience
- Working knowledge of generally accepted accounting principles (GAAP)
- Demonstrated ability to take initiative, provide leadership, delegate and monitor work, and be a motivator and mentor to your team
- Demonstrated ability to promptly, clearly, and professionally present project or task-related information to a variety of technical and non-technical individuals or groups, both verbally and in writing
- Demonstrated ability to independently gather and analyze information, evaluate alternate solutions, and recommend an appropriate course of action
- Demonstrated ability to identify, prioritize, schedule, manage, and report on multiple and concurrent tasks and/or projects both independently and as part of a team in an environment of changing priorities and deadlines

- Knowledge and experience with Management Information Systems (MIS) and experience in software conversion processes and procedures are considered an asset

Balance and wellness. As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off.
- **Care and nurturing:** Take leave in one or more periods to a maximum of five years for the care and nurturing of your children.

More information on this position and how to apply is available at www.worksafebc.com/careers.

OPPORTUNITIES AT worksafebc.com

WORK SAFE BC

WORKING TO MAKE A DIFFERENCE