

Job Posting: Finance and Administrative Assistant, Facility Engagement

Reports To: Lead Administrator, Facility Engagement, Prince George Medical Staff Physician Association

Duration: Casual contract position with option to renew

Job Summary

Reporting to the Lead Administrator, Facility Engagement, Prince George Medical Staff Physician Association, the goal of this position is to provide finance and administrative support to the Association.

This casual position is ideal for candidates that are flexible to work a maximum of **100 hours per month** with additional hours as mutually agreed upon to provide support for meetings and events, as well as back up other members of administrative assistant team, when required. Much of the work is done remotely/virtually; however, in person support is also required.

Key Responsibilities and Duties

1. Finance support:

- Administration of Facility Engagement Management System (FEMS) by:
 - Registration of new medical staff members;
 - Creating engagement activities and linking approved budgets to activities;
 - Managing list of attendees, check that claims are made and follow up outstanding claims;
 - Uploading claims and expenses into FEMS;
 - Reconciling claims with bank statements;
 - Providing reconciled list to Lead Administrator;
 - Paying accounts and capture, where relevant against the correct engagement activity;
 - Following up where relevant with Doctors of BC, action corrections, etc.; and
 - Maintaining list of payments.

2. Administrative support for meetings and events:

- Scheduling meetings and events as required. This includes booking virtual meetings and/or rooms, A/V equipment, and catering.
- Meeting preparation and on-site support.
- Preparing agenda materials (arranging for printing agenda packages and other materials when relevant) relating to meetings / projects, for distribution to meeting participants.
- Taking and transcribing minutes, maintaining accurate records, following-up on decisions made, and ensuring required action is initiated.
- Working with planning teams on logistics for events (booking venues, sending invites, arranging catering, following up on event details).
- Other administrative supports as needed.

3. Provide clerical support:

- Organizing and maintaining electronic files.
- Gathering reports and assisting in generating monthly reporting documents.

- Handling inquiries from physicians or health authorities in an efficient and courteous manner, providing explanations and/or redirecting, as appropriate.
- Taking initiative to anticipate, assist, recommend, develop, and maintain office processes and infrastructure that support program activities.
- Providing administrative and logistical support for consultants working for the Prince George Medical Staff Physician Association.
- Performing general office duties as required.

4. Communication support

- Maintaining www.pgmedstaff.ca website content.
- Assisting with preparing presentations, communications, posters, flyers, electronic invitations, and correspondence.
- Maintaining and communicating updates to contact lists.
- Organizing and maintaining electronic and paper files and systems.
- Following up on items as assigned (from working group / various sub committees / projects).

Skills and Qualifications

- Driver's License is required.
- High school graduation supplemented by business and/or administrative assistant courses equivalent to at least one year of study with at least 3-5 years related experience.
- MS Office suite, Outlook, Excel (high level), Word, and PowerPoint experience required.
- Website maintenance experience preferred.
- Additional software experience would be ideal: Doodle poll, Zoom, PDF editor, electronic event invitation.
- Strong interpersonal, oral communication, and relationship skills.
- Able to accurately account and track claims and financial transactions.
- Strong minute taking and transcribing skills.
- Excellent written skills and proven ability to develop clear, concise, and comprehensive reports and correspondence.
- Ability to effectively organize multiple meetings and events.
- Organized, resourceful and efficient with an outstanding attention to detail.
- Ability to set-up and maintain electronic and paper files.
- Excellent judgment in setting priorities, identifying issues, and determining action required.
- Capable of working under pressure and deadlines.
- Proven ability to multi-task, as the position requires adaptability.
- Demonstrated ability to work independently as needed but also as an important member of the team.
- Flexibility is required. Availability for occasional late afternoon / early evening meetings and infrequent weekends is required.
- Some previous experience working with physicians and health administrators will be deemed an asset.
- Some previous experience working with basic finance software will be deemed an asset.

Contact Information

Interested candidates can email their cover letter and resume to heatherkwalker@outlook.com with the subject line: ***Application: Finance and Administrative Assistant, Facility Engagement.***

We thank all applicants; however, only those selected for an interview will be notified.

Closing Date

Applications received before or on July 10, 2026, are to be considered.