

<p><b>Contract Opportunity</b></p>	<p><b>Accounts Payable Contractor</b></p>		
<p><b>Team</b></p>	<p>Procurement - Service Providers Administrative team</p>	<p><b>Team Lead</b></p>	<p>Procurement Services Lead, Jo-Anne Noonan</p>
<p><b>Summary of the Opportunity</b></p>	<p>We are seeking an experienced contractor to join our Procurement - Service Providers team. The team provides accounts payable services flowing from the organization's support education programming. We are a charitable foundation providing remote online schooling for over 2,000 BC learners in kindergarten through grade 12.</p> <p>Full-time work is available immediately to July 31, 2021. We are looking for one contractor.</p> <p>We'd love to hear from you if you are someone who:</p> <ul style="list-style-type: none"> <li>• Works well online from your own work space (home) using your own computer and internet connection.</li> <li>• Thrives on fast paced, high volume work.</li> <li>• Navigates changing platforms and/or processes with ease.</li> <li>• Excels in accuracy, attention to detail, and efficiency.</li> <li>• Can work to a twice monthly deadline, and communicate with sensitivity and clarity during problem solving.</li> </ul> <p>Contractors may work on some or all parts of accounts payable functions depending on the need.</p>		
<p><b>Work Environment</b></p>	<p>We operate during Pacific Time zone business hours, Monday to Friday between 8:00 am and 6:00 pm.</p> <p>You set your own hours of work, between the business hours noted above. You also need to be available for occasional online meetings during these same hours. Meetings are scheduled in advance.</p>		
<p><b>Timelines</b></p>	<p>Contract start date: September 15, 2020.</p>		
<p></p>	<p>Contract end date: July 31, 2021.</p>		
<p><b>Remuneration</b></p>	<p>\$40,000 - \$46,000 per annum pro-rated to start date.</p>		
<p><b>To Respond to this opportunity</b></p>	<p><b>Read the contract details below.</b></p> <p><b>Email a cover letter and your resume to <a href="mailto:hr@selfdesign.org">hr@selfdesign.org</a>.</b></p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> <li>• Why you are interested in this opportunity.</li> <li>• Your availability, particularly if you have other commitments.</li> <li>• Evidence of a successful track record providing services similar to our request in a comparable work environment.</li> </ul> <p>We look forward to receiving your response. Responses will be reviewed as they are received.</p>		

## Contract Details

<b>Oversight</b>	You will work at the direction of the Team Lead listed above, and in close collaboration with the 8 member Procurement - Service Providers team.	
<b>Services Required</b>	<ul style="list-style-type: none"> <li>• Maintaining accounts for service providers, learners and any other accounts required using Oracle (NetSuite), Google, and other procurement software.</li> <li>• Ensuring learner accounts reflect current IEP service provider relationships and budgets.</li> <li>• Processing IEP invoices and accounts payables including necessary reconciliations with learner budgets for bimonthly payments.</li> <li>• Liaison with service providers, SelfDesign contractors and families as required.</li> <li>• Reviewing and providing input for improvements to Procurement - Service Providers administration systems and processes; assist in implementing improvements.</li> <li>• Participating in regular progress updates, producing reports and review of assigned work.</li> <li>• Attending meetings as required.</li> </ul>	
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Achievement orientation</li> <li>• Attention to detail</li> <li>• Excellent computer and digital literacy</li> <li>• English literacy</li> <li>• Ability to work under stress of deadlines and high volume</li> </ul>	<ul style="list-style-type: none"> <li>• Fostering compassionate communication</li> <li>• Initiative</li> <li>• Teamwork</li> <li>• Understanding of SelfDesign philosophy and processes</li> </ul>
<b>Credentials</b>	At least 2 years bookkeeping training or experience is an asset. Experience working in online platforms such as Netsuite (Oracle) and Google preferred.	
<b>Mandatory requirements</b>	If you are offered and accept this contract opportunity, you will need to: <ul style="list-style-type: none"> <li>• Undergo a Criminal Record Check at your own expense (approximately \$28).</li> <li>• Take the SelfDesign online privacy and security fundamentals courses (approximately 1 hour per course).</li> </ul>	

## About SelfDesign

The SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. Funded by the B.C. Ministry of Education, SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

### Working with us

Everyone who works with SelfDesign works remotely using online technology.

**We** provide access and support for our main applications:

- Oracle/NetSuite
- Google Suite for Education (Gmail, drive, docs, and sheets)
- Zoom for video meetings/conferencing
- SelfDesign Talk for instant messaging
- SelfDesign Call for phone

**You** provide and use:

- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality

Learn more at [www.selfdesign.org](http://www.selfdesign.org) and read our [SelfDesign Strategic Plan 2018-2021](#).