



Job Description

Title: Finance Officer

Working Relationships

Reports To: Director of Finance, Operations & IT
Collaborates with: All team members at the Foundation

Position Summary

The Finance Officer provides day-to-day financial administrative support and ensures timely and accurate processing of financial transactions and information. The Finance Officer prepares account reconciliations and journal entries for monthly and quarterly financial reporting and supports finance projects and initiatives.

Responsibilities

- Prepare and/or verify daily bank deposits
- Accurately code and enter donation revenue, invoices, employee expense reports, and corporate credit cards
- Issue cheques and record pre-authorized payments
- Prepare monthly and quarterly banking and GL account reconciliations (such as prepaid expenses, accrued liabilities, cash clearing, and miscellaneous receivables) and process journal entries
- Prepare and enter monthly adjustments such as payroll, amortization, and investments
- Assist with the preparation and analysis of monthly, quarterly, and annual financial statements
- Provide support with accounting for the Foundation's properties
- Assist with the preparation of GST returns and property tax exemption applications
- Compile documents as required by auditors
- Assist with reviewing and developing processes and procedures
- Provide support for special projects (such as EFT payments)
- Filing and other administrative duties as required

Core Competencies

- Communication (*Clear verbal & written communication/Effective listening*)
- Interpersonal skills (*Social sensitivity/Approachability/Building and maintaining relationships*)
- Teamwork (*Sharing information freely/Asking for help/Flexibility to pitch in*)

- Open-mindedness (*Open to others' ways of approaching situations/Works with shared agendas*)
- Accountability (*Follows through on responsibilities and commitments/Reliable and dependent*)
- Confidentiality (*Maintains details appropriately/Shares sensitive information with appropriate parties*)
- Creative Thinking (*Sees opportunities for new ways of working/Brings a fresh perspective and identifies unorthodox approaches to situations*)
- Daring (*Comfortable taking risks and trying new things/Being a self-starter and initiating activities/Challenges the status quo*)

Required Skills & Experience

- Detail-oriented with a high degree of accuracy
- Critical eye and strong analytical and problem-solving skills
- Ability to organize and prioritize workload, managing multiple tasks with tight timelines in a busy work environment
- Demonstrated experience processing financial transactions such as payables and receivables, and preparing bank and GL account reconciliations
- Quick learner with a high degree of comfort using business software applications
- Proficiency in financial accounting and reporting systems, as well as Microsoft Office with minimum intermediate level Excel skills
- Knowledge of restricted fund accounting is strongly preferred
- Experience with Microsoft Dynamics GP and/or Raiser's Edge is an asset
- Experience working in a non-profit organization and familiarity with Canada Revenue Agency's guidelines for Registered Charities is preferred

Qualifications & Education

- Post-secondary accounting courses or certification in accounting
- Minimum three years' related experience

Working Conditions

- Part-time position with the potential to move to full time
- 22.5 hours/week

To Apply

Please forward your cover letter and résumé to careers@islandkidsfirst.com. The application deadline is Friday, December 7, 2018. We thank all applicants for their interest; however, only those shortlisted will be contacted. To learn more about the Children's Health Foundation of Vancouver Island, please visit us at www.islandkidsfirst.com.