



## **Job Description**

**Position title:** Finance Officer

**Reports to:** Director of Finance, Operations & IT

**Location:** Office at 345 Wale Road, Victoria

**Term:** 6-month contract beginning March 1, 2021 with the potential to become a permanent role

**Hours of work:** Part-time 22.5 hours/week

### **About us:**

Children's Health Foundation of Vancouver Island (CHFVI) is dedicated to ensuring all Island kids have access to the health care they need. We believe every child deserves the same opportunity in life, regardless of disability or health challenges. For more than 90 years the foundation has funded community health programs, facilities, and initiatives to support every Island family in finding care for their children. We are a passionate team with an experienced board of directors committed to transforming the lives of children and youth with physical and mental health challenges. Kids may only make up 21% of our Island's population, but they are 100% of our future.

### **Who we're looking for:**

The ***Finance Officer*** provides day-to-day financial administrative support, processes financial transactions, and prepares and reconciles financial reports. We're looking for a detail-oriented individual with experience in finance and accounting who can organize and prioritize multiple tasks and deadlines. You'll thrive in this role if you're an analytical problem solver who enjoys a collaborative and dynamic work environment.

### **Why join us?**

Are you looking for a career where you can make a difference? The work you do with CHFVI will have a direct and positive impact on children and families in your community. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries, comprehensive extended health and dental benefits, and a pension program. In this role, you'll have the benefit of working from home while being part of a caring and compassionate team working together to support Island families.

### **Duties and responsibilities:**

- Prepare and verify daily bank deposits
- Accurately code and enter donation revenue, invoices, employee expense reports, and corporate credit cards
- Issue cheques/EFT's 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
- Provide support with the preparation and entry of monthly adjustments such as payroll, amortization, and investments
- Provide support with the preparation and analysis of monthly, quarterly, and annual financial statements
- Provide support with accounting for the Foundation's properties
- Assist with reviewing and developing processes and procedures
- Provide support for special projects
- Filing and other administrative duties as required

### **Required education, skills, and experience:**

- Minimum of three years related experience
- Post-secondary accounting courses or certification in accounting
- 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 intermediate level Excel skills
- Knowledge of restricted fund accounting is strongly preferred
- Experience with Microsoft Dynamics GP is an asset
- Experience working in a non-profit organization and familiarity with Canada Revenue Agency's guidelines for Registered Charities is an asset

### **Application Information:**

If this position sounds like a great fit for you, please email your cover letter, resume, and two professional references to [careers@islandkidsfirst.com](mailto:careers@islandkidsfirst.com) with "*Finance Officer*" in the subject line. The application deadline is 12pm on Friday, December 4, 2020. We thank all applicants for their interest however only those shortlisted will be contacted. To learn more about Children's Health Foundation of Vancouver Island, please visit us at [www.islandkidsfirst.com](http://www.islandkidsfirst.com).