

## POSITION PROFILE

<b>Job Title</b>	Finance Officer
<b>Organization</b>	Volleyball BC and Curl BC
<b>Reports to</b>	CEOs of both organisations
<b>Work Type</b>	Contract, 0.8-1.0 FTE (15-20 hours per week per organisation) Initial contract is from January to August 31, 2023 with the possibility of extension.
<b>Start Date</b>	ASAP
<b>Closing Date</b>	Competition will remain open until 5:00 PM PDT on January 13, 2023
<b>Salary</b>	\$30/hour

### JOB OVERVIEW

Volleyball BC and Curl BC are the provincial sport governing bodies that actively encourage participation and development of volleyball and curling in BC. Both head offices are located in Burnaby, BC

We are seeking an experienced and versatile individual to fill the position of Finance Officer for both organisations. Reporting to both CEOs, this role is responsible for the day-to-day delivery of financial services including maintaining accounts, payments and receivables, and preparing financial reports. This is a unique opportunity to experience working in two non-profit organisations with hands-on service delivery. The successful candidate will be organised, efficient and have excellent communication skills.

This position is located at both head offices in Burnaby, BC, with the ability to work from home when appropriate.

### ROLES AND RESPONSIBILITIES

#### 1. Duties

- Manage day-to-day operations of all finance requirements of organisation.
- Keeping financial records and establishing, maintaining and balancing various accounts using manual and computerized bookkeeping systems (Sage)
- Maintaining records of financial transactions by posting journal entries, reconciling accounts, and verifying transactions.
- Maintaining a balanced general ledger.
- Calculating, preparing and processing Electronic Funds Transfers (Telipay) and cheques.
- Generating and monitoring payment of invoices.
- Reconciling entries to balance subsidiary accounts.
- Responsible for payroll function, including liaising with external payroll company, processing salary changes and updates, and monthly reconciliations.
- Ensuring compliance with financial and legal requirements: completing and submitting tax remittance forms, workers' compensation forms, and other government documents as required by the BC Societies Act and Canada Revenue Agency.
- Overall responsibility and management of Finance policies and procedures, upholding all requirements.
- Monitoring cash flow for organisations.
- Advising management on compliance and finance needs.
- Creating and providing accurate and timely financial information to managers, the CEO, and the Finance and Audit Committees.
- Preparing a trial balance and financial reports by collecting, analyzing and summarizing accounting for information (eg. preparation of quarterly results).

- Supporting external auditors as required.

## **2. Working Conditions**

- Primary working location is a standard office environment.
- Both organisations are located in Burnaby.
- It is the expectation that the successful candidate will spend at least one day per week in the office of each organisation.

## **QUALIFICATIONS**

### **1. Required Knowledge, Skills, Abilities:**

- Strong accounting knowledge, understanding of accounting principles, and knowledge of GAAP accounting framework;
- Exceptional organizer with the ability to multitask and prioritize in two environments with changing demands and priorities;
- Strong analytical skills and comfortable working with huge volumes of complex data;
- High attention to detail and accuracy, particularly in data entry and financial reporting;
- Strong communication skills with the ability to adapt between two organisations;
- High integrity and confidentiality.

### **2. Training and Experience:**

- Completion of university degree in relevant field or 8+ years of relevant experience is required (i.e. accounting, finance /business administration.);
- Minimum of 3-5 years of financial management, bookkeeping or accounting experience, ideally within a non-profit association;
- Proficiency in use of Sage/Simply Accounting software and in use of Microsoft Excel.

### **3. Licenses, Certificates and Registrations:**

- CPA designation or financial qualification preferred;
- Valid Class 5 Drivers License issued in British Columbia required;
- Completion and maintenance of clear Criminal Record Check required.

## **APPLICATION DETAILS**

Please forward resume and cover letter to [hiring@volleyballbc.org](mailto: hiring@volleyballbc.org) by 5:00 PM PST on January 13, 2023.

*We wish to thank all applicants for their interest; however only those invited to interview will be contacted.*