



Finance Coordinator job description

BC Wheelchair Basketball are seeking an individual to fulfill a Finance Coordinator position on a part time basis, 2 days per week. Responsibilities will include: all bookkeeping duties, financial reporting, preparation of materials for audit, event support, ensuring compliance with BCWBS policies and procedures, providing financial information to BCWBS staff as required, and other administrative duties as assigned. The successful candidate will report to the BCWBS Executive Director and the Treasurer of the organization. The position can be based from home with the ability to be at the office for twice monthly cheque runs.

Key Responsibility Areas

1. Financial Reporting & Analysis

- Prepare and distribute financial reports to staff and program area budget holder
- Prepare reports and variance analyses for Executive Director
- Respond to queries from staff on specific report information and transactions
- Prepare financial reports and claims for external funders
- Prepare reports and documentation for and oversee external audits
- Ongoing improvement of financial reporting and analysis processes
- Maintain integrity of financial records and asset registry
- Ensure timely preparation and submission of regulatory filings

2. Finance Policies and Procedures

- Ensure compliance with internal policies and procedures and external regulatory requirements
- Manage the financial information system
- Review financial policies to ensure efficiency and relevance to the organization and minimize risk

3. Accounts Payable/Receivable

- Review and verify all supplier invoices, staff expense reports & cheque requisitions for accuracy of coding and appropriate approval
- Input and post all payables, manual and voided cheques
- Input and post all receivables; provide backup for generating AR invoices
- Maintain accurate filing systems for payables (both paid and payable).
- Recording of pre-authorized payments (rents, leases, etc.)
- Respond to all staff and supplier inquiries re: accounts payable transactions

4. Month-end Journal Entries & Account Reconciliation

- Import journal entry into accounting system
- Analyze and reconcile balance sheet accounts, prepare and post adjusting journal entries
- Reconcile bank accounts, prepare and post adjusting journal entries
- Update and maintain all balance sheet account reconciliation books and provide monthly detailed financial statements to ED



5. Statutory Remittance

- Prepare GST report and remittance semi-annually and yearly, WorkSafe BC payroll report and remittance for BCWBS and annual WorkSafe BC payroll report and remittance

6. Contractor's payments

- Prepare contract staff payments monthly.
- Ensure staff payroll payment schedule is maintained with external payroll service provider, Sport BC
- Review and issue T4As and submit summary to CRA as required.

7. Cash Processing

- Sort incoming cash by entity and categories (receivables, fees, donations)
- Prepare bank deposits
- Process credit card transactions when required
- Ensure prompt payment of company credit card and record keeping
- Prepare all accounts receivable invoices and maintain record of assigned invoice numbers

Process monthly donor transactions and initiate annual receipting and maintenance procedures.

8. Year-end Audit Preparation

- Reconcile year-end accounts, prepare year-end journal entries
- Identify capital assets purchased
- Manage data extraction for audit comparison
- Prepare preliminary balance sheet in audit format
- Assist external auditors re: queries and AD Hoc reports
- Prepare (BCWBS) Registered Charity Return

9. Gaming Funds Tracking and Reporting

- Track and Maintain all transactions relating to the Gaming Accounts
- Prepare the Gaming Account Summary Report in consultation with the Executive Director
- Support the annual Gaming application process

Qualifications & Experience:

- Formal education in accounting and/or bookkeeping
- Minimum of 5 years of experience in the field of accounting, bookkeeping or business administration
- Knowledge in Sage accounting software
- Experience with Salesforce is an asset
- Must show strong attention to detail and accuracy
- Must be able to work efficiently, independently and be able to multi-task in a busy, fast paced environment
- Must be willing to have a criminal record check
- Excellent communication skills both verbal and written
- Experience working in the non-profit sector is an asset
- Experience with Community Gaming Grant financial tracking and reporting is an asset
- Knowledge and experience working in the sport system is an asset



- Experience in working with people with physical disabilities is an asset.

Salary commensurate with experience

Apply via email with resume and cover letter to:

Sian Blyth
Executive Director
sian@bcwbs.ca

Application deadline:
May 15th 2023