
Full-time Finance & Funding Coordinator

Summary

PacificSport Vancouver Island is seeking a full-time Finance & Funding Coordinator, for our Nanaimo office. This position is responsible for all day-to-day financial transactions, as well as researching, writing and obtaining funding revenues. The Finance & Funding Coordinator reports directly to the Executive Director. If you are passionate about Sports, Not-for-profit, and supporting families who are experiencing socioeconomical barriers to gain access to affordable sports programs that focuses on safety in sport, fundamental movement skills, and physical literacy, then please apply!

Hours: 35 hours per week - 8:30 am – 4:00 pm Monday to Friday

Benefits: Health & Dental
RRSP
Flexibility
Christmas week off with pay, as a bonus
3 weeks' vacation to start
Bonus opportunities
Bring your kiddo to programs!

Wage: \$25 per hour; \$45,500 per year

Duties:

Day to day finances:

- Payroll
- A/P & A/R
- Accounts reconciliation
- Data entry
- Budgeting
- Expense Reports
- Monthly reporting and remittances
- Year-end reporting and remittances, including T4 slips
- Central procurement
- Quickbooks online

Funding & Proposals:

- Researching funding opportunities
- Collaboration with team for funding opportunities
- Work with Funding Committee for funding approval
- Write proposals and grants

- Follow up with mid and final stage reporting
- Plan, organization and implement fundraising events

Administrative:

- Filing
- Mailing
- Bank deposits
- Voicemail monitor and distribution
- Prepare documents, such as, credit applications, letters, funding requests from BCASF account, report writing
- Attend regular team, funding and collaboration meetings

Education and Experience:

Minimum 2 years' experience in a bookkeeping position completing all functions

Minimum 2 years' experience writing funding proposals, securing funds and follow up reporting

Minimum accounting/bookkeeping diploma or a certificate with substantial experience combined

Must have ability to complete administrative tasks as listed above

Ability to work in a team environment, while possessing the skills to work independently will be important to be successful in this role

Not-for-profit and Sports environment experience would be an asset