



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Director Of Finance

<b>Job ID</b>	<b>FB-E7-49-8C-8A-35</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=FB-E7-49-8C-8A-35">https://careers.indigenous.link/viewjob?jobname=FB-E7-49-8C-8A-35</a>	
<b>Company</b>	BC Aboriginal Child Care Society	
<b>Location</b>	West Vancouver, British Columbia	
<b>Date Posted</b>	From: 2020-12-15	To: 2021-06-13
<b>Job</b>	Type: Part-time	Category: Finance
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$62-\$70/hour, 21 Hours A Week	
<b>Languages</b>	English	

### Description

Director of Finance – Part Time (21 hours/week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and child care. BCACCS undertakes research, develops training and resources, and provides services and leadership to support Indigenous communities throughout BC to create high quality, culturally respectful, spiritually enriching community child care services that are based in the child's culture, language and history.

#### Job Summary

BCACCS currently seeks a qualified candidate for the position of Director of Finance. The Director will work closely with, and report to, the Executive Director to ensure effective management of the Society's financial affairs and ensure the accuracy and integrity of all accounting and financial reporting. The successful candidate will be fluent in CRA guidelines specific to charitable organizations regarding grants and contributions, donations, and fundraising requirements.

#### Principal Duties & Responsibilities

- Oversee and review the preparation of the annual financial statements and accompanying notes.
- Review reconciliations, bank transactions, journal entries and other working papers prepared by direct report(s).
- Develop, maintain, and share organization's accounting policies in accordance with the Accounting Standards for Not-For-Profit Organizations.
- Supervise and support the payroll and benefits accounting (including supplementary compensation and pension programs).
- Lead the process for improvement and develop effective control and process solutions for various operational and financial reporting risks across the organization, including addressing and providing resolutions to issues identified by audit.
- Manage the Bookkeeper.
- Liaise with external auditor(s).
- Prepare and present materials to the Finance & Audit Committee and participate in various organizational committee meetings.
- Provide financial advice and guidance to the organization's leadership team and staff to enable them to achieve their objectives.
- Lead the management of the organization's financial records, and preparation of all budgets and financial statements, to ensure that they are complete, accurate and presented on time.
- Provide timely and accurate financial reporting, monitoring, budgeting and forecasting information.
- Evaluate and make recommendations on opportunities to streamline existing processes, eliminate redundancies and develop processes and systems within Finance and across the organization.

#### Skills & Qualifications

- 5 plus years accounting experience with CA, CMA or CGA designation, preferably in a leadership role.
- 3+ years accounting experience in a non-for-profit agency.

• Strong technical skills; experience using various accounting systems including Adagio. Capable and eager to test new software that may assist our processes

• Experience working in varied revenue streams including grant funding, provincial/federal restricted funds.

• Ability to set priorities and assess risk.

• Strong leadership and communication skills.

• Excellent problem-solving, decision-making, and time-management skills.

• Knowledge of/experience in Indigenous organizations is a benefit.

Conditions:

Salary Range: \$62 - 70/hour, 21 hours per week. Wage will commensurate with qualifications and experience; there is also an extended health plan and pension plan available after a 3-month probationary period.

Closing Date: Open until a suitable candidate is found. Interviews will be conducted on a rolling basis.

Duration: Position to start ASAP

### **Work Environment**

To be discussed

### **How to Apply**

Please submit a resume and cover letter explaining how you meet requirements and send to [reception@acc-society.bc.ca](mailto:reception@acc-society.bc.ca) citing "Application for Director of Finance" in the subject line. All applications must include cover letter and resume as one document in PDF format.

We thank all who apply. Only candidates selected for an interview will be contacted.