**Ann Davis Transition Society**

**Job Title:** Finance Administrator

**Job Site:** Ann Davis Transition Society Administration Office, 9046 Young Rd, Chilliwack, BC

**Position Type:** Full Time

**Reports to:** Executive Director

**Hours:** 35 hours per week

**Salary:** Based on related education and experience

**Job Posting Closing Date**: Open until filled

**To Apply:** Email cover letter and resume/cv with 2 references: Finance Administrator in the subject line to HR@anndavis.org.

**Summary:**

Ann Davis Transition Society is seeking a permanent, 35 hours per week Finance Administrator with experience in the non-profit sector to start as soon as possible. We are a thriving and growing non-profit agency that fosters a culture of inclusiveness, support, fun and encouragement. We are located in the Eastern Fraser Valley. You will be responsible for providing a full range of finance administrative services in a fast paced, team-based environment. You must be able to efficiently analyze and record data, get along well with others, work well independently as well as be willing to take direction.

**Key Duties and Responsibilities:**

To perform the job successfully the Finance Administrator must be able to consistently perform each essential duty satisfactorily. Other related duties may be assigned.

* Under the direction of the Executive Director, code and record financial transactions per Generally Accepted Accounting Principles (GAAP);
* Produce timely monthly financial statements and other reports for the Executive Director, the Board of Directors, all levels of government, and funders;
* Monitor cash, manage petty cash and gift cards, and perform monthly bank reconciliations;
* Manage accounts payable: coding, processing, cheque preparation, and timely payments;
* Review expense claims and general payables for completeness, accuracy, and coding;
* Manage accounts receivable: billing; receiving funds; and bank deposits;
* Provide donation data to administrator for preparation of receipts;
* Reconcile balance sheet accounts;
* Support HR who manages bi-weekly payroll, RRSP contributions, and employee benefits;
* Prepare all remittances and compliance reports for all reporting authorities and funders;
* Understand and ensure compliance with reporting requirements of funders, as required;
* Proficiency in Charitable and Societies rules and reporting requirements;
* Liaise with and support Auditors in preparation of the annual audit;
* Ensure timely completion of year end so financials are available for the Annual General meeting;
* Assist the Executive Director in the preparation of budgets and other financial reports by providing relevant and correct documentation, accounting summaries, and historical statistics;
* Other accounting and financial functions, as required;

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily

* Post-secondary courses in bookkeeping and payroll accounting;
* Experience in financial control methods, accounting principles, and financial statement preparation, preferably within the not-for-profit sector;
* Proficient in the use of Sage 50 and familiar with payroll software;
* Advanced knowledge of MS Excel;
* Satisfactory Vulnerable Sector Criminal Record Clearance;
* A valid B.C. Driver's License (Class 5 or Class 7), and a suitable driver's abstract;
* Documentation that you are legally entitled to work in Canada;
* A reliable personal vehicle.

**Core Competencies:**

* An adept understanding of bookkeeping procedures;
* Competent in working with people from diverse cultural backgrounds;
* Well-developed interpersonal; oral and written communication skills;
* Ability to work collaboratively with co-workers, community professionals;
* Time-management and organization skills;
* The ability to maintain confidentiality;
* Can do attitude and ability to work well within a team environment;
* Understanding of Non-Profit workplaces and need for volunteering for professional development;
* Must possess a non-judgmental attitude, and have the ability to act in a conscientious and professional manner with all persons in all situations;
* Ability to work independently in a stressful environment;
* Strong ability to adapt and learn quickly.

**Work Conditions:**

* Regular hours are from 9-5 Monday to Friday. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
* Worksite:
  + Ann Davis Transition Society Administration Office or remote location during COVID-19 pandemic

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure.  **Only successfully shortlisted applicants will be contacted.**

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as a leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Finance Administrator will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*