



JOB DESCRIPTION: FINANCE COORDINATOR

Start Date:	Immediately
Pay Cycle:	\$24.00/hrs., bi-weekly
Hours of Work:	11 hours a week
Accountability:	Executive Director
Evaluation Cycle:	Annually (January)
Statutory Holidays:	Entitled to pro-rated statutory holiday pay calculated by Dividing the total wages earned in the 30-day period by 15.

The Black Creek Community Association is looking for a part-time finance coordinator. This person will manage the financial information and systems (including related administrative systems) of the BCCA in such a way that they are efficient, to increase the organization's capacity to meet its strategic goals.

Primary Competencies:

- ❖ **Project & Task Management** – Ability to plan, implement, manage, and measure projects and tasks in a timely and directed manner
- ❖ **Managing Information** – Able to think critically and gather, sort, store and use information to turn data into knowledge
- ❖ **Communication** – Ability to choose effective ways to communicate to different audiences in diverse situations; Use relevant knowledge and skills to explain or clarify ideas

Primary Duties & Responsibilities:

- 1) Maintaining all financial aspects of BCCA including (but not limited to):
 - Banking (petty cash, deposits, receipts, floats)
 - Payroll (all aspects – staff, instructors, service providers, etc.)
 - Bookkeeping, including maintaining financial records, reconciling bank statements, accounts payable/receivable, monthly and year-end financial statements, reports to Revenue Canada, BC Gaming & Entertainment, refunds through e-transfers

- 2) Communicating with the Executive Director and the Treasurer on a regular basis regarding financial matter, activities, and issues
- 3) Attend staff meetings
- 4) Assist Executive Director in preparation of the annual budget; review with the treasurer
- 5) Prepare financials for year-end review by contracted accountant
- 6) Assist with developing and maintaining financial policies and procedures
- 7) Understand office and management software

Maintaining First Aid Certification

Staff Benefits:

- Free Access to Fitness Room
- Free Fitness & Health & Wellness Programs
- 50% off programs & workshops (does not apply to all workshops)
- 25% off programs & fitness room for immediate family members

Please address resume and cover letter to Kim Blackwell and submit by email to:

execdirector@blackcreek-cc.com

Applications will be accepted until the position is filled. Thank you for your interest; only those who are shortlisted will be contacted for interviews.