



Finance Coordinator

Want to be part of an energetic, passionate, and progressive workplace? Looking to use your skills in a fun, hands-on environment? Eager to do what you love while making a difference in your community? Spinal Cord Injury BC is looking for you!

Here's what we're all about...

Spinal Cord Injury BC (SCI BC) is the go-to resource for the spinal cord injury (SCI) community. Operating since 1957, we are a provincial nonprofit on a serious mission to delivery life-changing services throughout British Columbia. But we're so much more than your typical disability organization. We're a national leader in Peer Support, we excel in helping people form social connections and challenge themselves, and we take pride in developing our information resources. We're innovative – we like to push the envelope and try new things. And we tell powerful stories through our magazine, videos, and donor communications about how our members adapt, adjust, and thrive after an injury.

Our staff come from diverse backgrounds and areas of expertise but we all share one thing: passion for people. We challenge, support and inspire one another. We're invested in each other's personal and professional development and foster a flexible, fun, and dedicated office culture.

We're growing our team of high-performing, dedicated people with a passion for positive change. If that sounds like you, read on.

The Details...

In recruiting for the role of **Finance Coordinator**, we are looking for someone who can manage multiple priorities and deadlines, is comfortable working both independently and in cooperation with others, and who will be a key contributor to the successful operation of our accounting services and general operations.

This is a 1 FTE (37.5 hours per week) position that reports to the Manager of Finance. As our Finance Coordinator, you will be responsible for:

- Performing the day-to-day accounting processes, including accounts payable and receivable, reconciliations, and donor deposit processing; for our Association, our Foundation and a Partner Organization
- Ensuring month-end accounting procedures, including processing of expenses, journal entries, credit card and account reconciliations
- Responding to accounting inquiries from internal and external stakeholders regarding billing and accounts receivable

- Assisting with financial reporting to support the managerial team and other departments as required
- Assisting in developing policies and procedures.

In addition to being a team player, quick learner, and an analytical thinker the successful candidate will have the **Following Attributes**:

- 2 years of accounting processes & procedures experience; including accounts payable and receivables, preferably in a non-profit setting
- Post-secondary undergraduate degree in accounting or business
- Preferably enrolled or working towards enrollment in the CPA program
- Working knowledge of an accounting software (QuickBooks would be an asset)
- Knowledge of donation receipting procedures and donor data bases (Donor Perfect preferably)
- Proficiency in the use of Microsoft Office/Office 365, notably Excel
- Willingness to learn and grow

Working in an office environment on the traditional territories of the Coast Salish Peoples, specifically, the x^wməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh), you are committed to delivering work of high quality and respect the values and culture of our non-profit organization.

To Apply...

If you're interested in applying to the Finance Coordinator position, please submit your resume and cover letter **including why you believe this is a good role for you**, (no later than November 22) by email to hr@sci-bc.ca or mail to Human Resources at 780 S.W. Marine Drive, Vancouver V6P 5Y7.

This position will remain open until November 22, 2021 or until the position is filled.

Spinal Cord Injury BC strives to ensure equal employment opportunities to all qualified candidates, without regard to race, colour, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. Spinal Cord Injury BC complies with all applicable laws, rules and regulations in the performance of Canadian Labour Codes and the BC Employment Standards.

We look forward to meeting you!

www.sci-bc.ca

604-324-3611