



FINANCE COORDINATOR

- Starting salary range is \$29-35/ hour – 32 to 37.5 hours/week.
- Comprehensive Benefits Package.
- Some flexibility for hours worked may be required.
- The successful applicant can work remotely but will be required to work from the BCCA offices (unit 910 • 1050 West Pender)–at minimum twice monthly

Your application for this position will only be accepted through our online platform at <https://bcca.coop/opportunities/>

The BCCA (British Columbia Co-op Association) is looking for a Finance Coordinator to support our organization's financial activity, including providing services to our many co-operative members.

About BCCA

Our vision is to establish the BCCA as the knowledge and resource centre for co-ops in BC. We endeavour to make BC the most coop-friendly jurisdiction in the world. We advance a vision of a caring, creative and humane society and a fair and innovative social economy through our work. We build a strong co-op sector and provide education, advocacy, and development services to support our BCCA members and raise community awareness of co-operatives.

About the position

The BCCA, along with our sister organization, the Alberta Community and Co-operative Association, are undergoing significant growth in developing a range of projects and services that serve the needs of co-operatives and build more vibrant, resilient communities. Under the supervision of the Executive Director, you would be part of a growing team dedicated to building a better world via the co-operative business model.

The Finance Coordinator will initially focus on increasing the BCCA internal finance and budgeting systems in line with a rapidly growing budget, including improving reporting to the finance committee, multi-year budgeting, and assisting staff in preparing integrated program budgets.

Working in conjunction with finance staff at the Alberta Community and Co-operative Association, the Finance Coordinator will also provide bookkeeping and financing services to small and medium-sized co-operatives via ACCESS.

The BC Co-operative Association is a respectful, caring, and inclusive workplace. We are an equal opportunity employer and are committed to championing accessibility, diversity and equity. All applicants are welcome, including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who may contribute to the further diversification of ideas and contribute to the dynamism of the co-operative movement.

Responsibilities:

- Record day-to-day financial transactions including credit card and bank reconciliations, processing of direct deposits, pre-authorized debits and bank deposits, processing and payment of vendor invoices and government tax remittances
- Process all Accounts Receivable and Accounts Payable tasks.
- Process monthly payroll including source deduction remittances, if required
- Prepare and file quarterly/yearly GST return, if required
- Produce monthly balance sheets, income statements and budget variance analysis.
- Provide accurate, timely, and relevant reporting and analysis of financial information.
- Ensure compliance with applicable standards (i.e., GAAP), rules, regulations, and internal control systems.
- Handle sensitive information in a confidential manner.
- Assist in developing yearly budgets and forecasts.
- File and organize documents
- Complete other day-to-day tasks, such as bank runs, ordering supplies, etc.

Must have:

- Post-secondary education in accounting, finance, bookkeeping or related field
- Minimum 3 years of practical, hands-on full-cycle accounting experience in working at a non-profit or co-operative business
- Intermediate to advanced level of Excel and proficiency with Word and Outlook
- Advanced proficiency in Sage50 and QuickBooks(online)
- Strong mathematical and analytical skills
- Flexible, adaptable, and willing to 'roll up sleeves to get the job done in a very team-oriented culture
- Strong customer service orientation, both internal/external
- Excellent communication (oral/written) and interpersonal skills
- Demonstrated ability to work collaboratively and develop strong professional relationships at all levels
- Highly organized, self-motivated, committed to quality, detail and results-oriented

Home Office Requirements:

•A computer can be made available. Access to a reliable internet source is mandatory.

To Apply:

** Please note - your application for this position will only be **accepted through our online platform at <https://bccacoop.org/opportunities/>**.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

Deadline to apply – 5 p.m. PST, August 6th, 2022. We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.