

POSITION AVAILABLE
FINANCE COORDINATOR
Full Time Position /2 Part-Time Positions

BC Wheelchair Sports and BC Wheelchair Basketball are seeking an individual to fulfill a Finance Coordinator position on a full time basis (2.5 days/week for each organization for a combined full time position or two positions at 2.5 days per position). Responsibilities will include: all bookkeeping duties for the associations, financial reporting, preparation of materials for audit, payroll, event support, ensuring compliance with BCWSA/BCWBS policies and procedures, providing financial information to BCWSA/BCWBS staff as required, and other administrative duties as assigned. The successful candidate will report to the BCWSA and BCWBS Executive Directors. The position is located at the BCWSA/BCWBS offices, 780 SW Marine Drive, Vancouver BC.

Key Responsibility Areas

1. Financial Reporting & Analysis

- Prepare and distribute financial reports to all managers and budget holders
- Prepare reports and variance analyses for Executive Directors
- Respond to queries from managers and staff on specific report information and transactions
- Prepare financial reports and claims for external funders
- Prepare reports and documentation for and oversee external audits
- Ongoing improvement of financial reporting and analysis processes
- Maintain integrity of financial records and asset registry
- Ensure timely preparation and submission of regulatory filings

2. Finance Policies and Procedures

- Ensure compliance with internal policies and procedures and external regulatory requirements
- Manage the financial information system
- Define, design, and manage financial processes to ensure efficiency and accuracy
- Guide and advise all staff in understanding and adhering to financial policies and procedures
- Review financial policies to ensure efficiency and relevance to the organization and minimize risk
- Develop and recommend financial policies to Executive Director

3. Accounts Payable/Receivable

- Review and verify all supplier invoices, staff expense reports & cheque requisitions for accuracy of coding and appropriate approvals
- Input and post all payables; manual and voided cheques
- Input and post all receivables; provide backup for generating AR invoices
- Maintain accurate filing systems for payables (both paid and payable).
- Recording of pre-authorized payments (rents, leases, etc.)
- Respond to all staff and supplier inquiries re: accounts payable transactions

4. Month-end Journal Entries & Account Reconciliation

- Import journal entry into accounting system
- Analyse and reconcile balance sheet accounts, prepare and post adjusting journal entries
- Reconcile bank accounts, prepare and post adjusting journal entries
- Update and maintain all balance sheet account reconciliation books and provide monthly detailed financial statements to ED

5. Statutory Remittance

- Prepare GST report and remittance semi-annually and yearly, WorkSafe BC payroll report and remittance for BCWSA, BCWBS and annual WorkSafe BC payroll report and remittance

6. Staff Payroll

- Collect and review time sheets of hourly personnel before payroll submission
- Document all changes to salaried and hourly personnel
- Prepare hourly/contract staff payroll on a monthly basis
- Ensure Receiver General remittance submitted by 15th of following month
- Coordinate payroll submission schedule with external service provider
- Maintain accurate and relevant records and payroll files of personnel
- Prepare Record of Employment for employees, as required
- Respond to payroll and benefits inquiries as required
- Review and reconcile T4's and T4A's and submit summary to CRA as required

7. Cash Processing

- Sort incoming cash by entity and categories (receivables, fees, donations)
- Prepare bank deposits
- Process all credit card transactions
- Prepare all accounts receivable invoices and maintain record of assigned invoice numbers
- Process monthly donor transactions and initiate annual receipting and maintenance procedures.

8. Year-end Audit Preparation

- Reconcile year-end accounts, prepare year-end journal entries
- Analyse pre-paid accounts and prepare entries for review and approval
- Identify capital assets purchased
- Manage data extraction for audit comparison
- Prepare preliminary balance sheet in audit format
- Assist external auditors re: queries and AD Hoc reports
- Review BCWSA Registered Charity Information Return & prepare (BCWBS) Registered Charity Return

9. Gaming Funds Tracking and Reporting

- Track and Maintain all transactions relating to the Gaming Accounts
- Prepare the Gaming Account Summary Report in consultation with the Executive Directors
- Support the annual Gaming application process

Qualifications & Experience

- Formal education in accounting and/or bookkeeping
- Minimum of 5 years of experience in the field of accounting, bookkeeping or business administration
- Knowledge in accounting software include Sage and Quickbooks
- Experience with Salesforce is an asset
- Must show strong attention to detail and accuracy
- Must be able to work efficiently, independently and be able to multi-task in a busy, fast paced environment
- Must be willing to have a criminal record check
- Excellent communication skills – verbal and written
- Experience working in the non-profit sector is an asset
- Experience with Community Gaming Grant financial tracking and reporting is an asset
- Knowledge and experience working in the sport system is an asset
- Experience in working with people with physical disabilities is an asset

Wages

- Commensurate with experience

Deadline for application

- **October 15th, 2017**

Start Date

- **October 23rd, 2017**

SUBMIT COVER LETTER AND RESUME TO: BC Wheelchair Sports, Gail Hamamoto, Executive Director
gail@bcwheelchairsports.com, 604 333 3520 x201. **Note: Only individuals chosen for an interview will be contacted**