



## Position Posting – Manager, Finance & Fund Administration

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At the WVF, we are inspired by one simple goal - to make a difference through thoughtful, effective philanthropy. We've been connecting the generosity and aspirations of donors with the people and organizations that want to make change since 1979. Together, we share a commitment to more vibrant, healthy and connected communities.

### POSITION OVERVIEW

Are you results-oriented and values-driven? Are you passionate about leveraging your bookkeeping and finance skills to build capacity in the not-for-profit and charitable sector? The WVF is looking for a self-motivated bookkeeper with superior analytical and entrepreneurial skills who is happy to work on day-to-day tasks as well as be responsible for the strategic direction and leadership of the organization's finance and fund administration functions. The Manager of Finance and Fund Administration will report to the CEO and play a key role in ensuring that the WVF Board and team have accurate, up-to-date financial information in compliance with audit requirements and regulatory bodies.

### GENERAL RESPONSIBILITIES

- Input to and management of day-to-day bookkeeping and accounting records using a project-based approach.
- Oversee payroll (Payworks) and benefits administration (Pacific Blue Cross).
- Cash flow management.
- Prepare and file all Federal filing requirements including annual T3010.
- Prepare CRA charitable tax receipts according to regulations.
- Manage annual audit and semi-annual GST returns.
- Monitor investment performance, track fund balances and distributions, and translate into accounting records (reconciling changes in investments and changes in donor funds).
- Lead annual financial forecasting and planning cycle including budget.
- Stay up-to-date on CRA rules as they impact the WVF and in particular, receipting, donations, specified gifts and fund accounting.
- Establish, implement and maintain financial policies and procedures that ensure compliance with CRA registered charity reporting and receipting requirements.
- Provide support to the Treasurer and the Finance and Investment Committees. Provide quarterly board reports.
- Assist the CEO with the preparation of fund agreements as required.

775 15th Street, West Vancouver, BC V7T 2S9 | 604 925 8153 [WESTVANFOUNDATION.CA](http://WESTVANFOUNDATION.CA)

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## COMPETENCIES

- Results-oriented with proven expertise in developing and managing budgets, financial reporting, auditing, automated financial systems, compliance, establishment of internal controls, designing and implementing processes to increase the efficacy of a growing organization.
- Rigorous and analytical thinking, able to balance the big picture and maintain necessary attention to detail.
- Excellent communication skills.
- Self-disciplined, self-starting style, accustomed to working independently.
- Strong proficiency in office technology (i.e. Payworks, Telpay, Foundant Community Suite, Excel).
- Passion for community service and the charitable sector.

## EXPERIENCE AND EDUCATION

- Undergraduate degree in business/commerce with an accounting designation.
- Five years or more in a progressive accounting and/or senior bookkeeping role.
- Understanding and experience with project-based accounting.
- Experience administering employee Payroll and benefits.
- Detailed knowledge of financial requirements for Canadian charities and/or non-profits and CRA are an asset.
- Working knowledge of Foundant Community Suite an asset.

## LOCATION AND WORKING CONDITIONS

This is a permanent part-time position (3 days/22.5 hrs per week). The WVF office is located in West Vancouver, BC. The office environment is open concept. Remuneration will be commensurate with experience. Salary range is \$49,000-\$55,000 per year plus benefits.

### Accessibility

West Vancouver Foundation's office is located in a small, open-concept house, on the second floor, accessed via stairs, with one, gender-neutral washroom. West Vancouver Foundation has instituted a hybrid working model, with both work from home and in-office options available to staff. These options are position-dependant. We are committed to the principles and practices of an inclusive and equitable employment process. Our goal is to be representative of the communities we work with, and we encourage applicants from communities which are structurally marginalized based on race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression. We welcome applicants from all communities.

## **TO APPLY**

Applications should be received **no later than June 25**, however, we will continue to interview until the position is filled. Please submit a cover letter and resume with 3 references, via email to [info@westvanfoundation.ca](mailto:info@westvanfoundation.ca) with the subject line: “your name” Application for Manager of Finance and Fund Administration. The WVF thanks all applicants for their interest. Only those candidates under consideration will be contacted.