



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

Finance Assistant

Job Description

Posted January 2023

ABOUT THE AGENCY

Big Brothers Big Sisters of Victoria Capital Region (BBBSV) is a not-for-profit, charitable organization that supports children and families through mentorship. The mandate of the organization is to make a difference in the lives of children by promoting their self-esteem, expanding their awareness of life's opportunities, and providing them guidance and support through long term, one-to-one relationships with caring adult volunteers. We work with more than 600 children annually offering seven different programs across southern Vancouver Island. The agency is funded by grants, donations, fundraising events and Island Treasures the social enterprise, to meet the priorities of the agency.

Our people are passionate about making a difference, applying their diverse experiences and skills to support our community's most vulnerable young people as a team. We strive to share our values of welcoming, learning and sharing with our staff and co-op/practicum students.

Diversity and Inclusion

BBBSV is committed to sustaining an environment where representation matters, diversity is celebrated and people of every race, religion, culture, gender and sexual orientation are welcomed. At BBBSV, we acknowledge and honour the diversity of people, cultures, traditions and experiences, and we recognize and uphold the right of all individuals to respect, dignity, fairness, caring, equality, self-esteem and inclusion.

All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Ləkʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.

230 Bay Street, Victoria, BC, V9A 3K5 **Phone:** (250) 475-1117 **Email:** main.victoria@bigbrothersbigsisters.ca

<https://victoria.bigbrothersbigsisters.ca/> @bbbsvictoria charity registration #106793540RR0001



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

THE POSITION

Big Brothers Big Sisters is seeking a highly motivated and experienced Finance Assistant to join our team to help us achieve our goals. Reporting directly to the Manager of Finance, the Finance Assistant is responsible for general support of the finance department, including bookkeeping, payroll, financial reporting, and general administrative support. The position will provide the candidate with hands-on experience in accounting/financial management in a not-for-profit setting.

This part-time position offers a flexible work schedule with a combination of remote and in-office work.

ACCOUNTABILITY & REPORTING STRUCTURE

The Finance Assistant will report directly to the Manager of Finance with support and mentoring from other team members as required.

OVERVIEW OF PRIMARY DUTIES AND RESPONSIBILITIES

Duties and responsibilities include:

- Reconciling and overseeing cash; including preparing bank deposits, reconciling petty cash.
- Assisting with payroll, human resources record-keeping, and benefit administration.
- Using QuickBooks software, assisting with accounts payable, accounts receivable, bank reconciliations, month-end reports. Ensuring all transactions adhere to financial policies and approvals.
- Preparing financial documents and other administrative tasks as required.
- Working with the Finance team to improve financial controls, systems and templates, in accordance with financial policies.
- Maintaining the financial and administrative filing systems.

QUALIFICATIONS

- Post-secondary education in accounting, business, or related discipline.
- Strong Excel skills required. Good computer and administrative skills: office 365 programs.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Ləkʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

- Experience with QuickBooks accounting software an asset.
- Good knowledge of accounting standards.
- Excellent time management and organizational skills; able to multi-task and handle multiple priorities.
- Good communication skills.
- Ability to work independently with a flexible schedule.
- Experience working in a not-for-profit work environment an asset.

TERMS OF EMPLOYMENT

- Salary: \$21-24 per hour, commensurate with experience
- Part-time permanent (20 hours week) (M-F flexible work schedule)
- Start date: February 2023
- The nature of this position requires flexibility between working from home and in the office when required.
- Eligible for extended health benefits/LTD/Life Insurance after three-month probation period.

HOW TO APPLY

Interested applicants should provide a letter of interest and a current resume with contact information. Applications will be reviewed and applicants contacted for an interview if they meet the requirements.

For priority consideration, **complete applications must be submitted before February 10, 2023** to jenny.felix@bigbrothersbigsisters.ca Attention: Jenny Felix, Manager of Finance.

Three references are required.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Ləkʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.

230 Bay Street, Victoria, BC, V9A 3K5 **Phone:** (250) 475-1117 **Email:** main.victoria@bigbrothersbigsisters.ca

<https://victoria.bigbrothersbigsisters.ca/> @bbbsvictoria charity registration #106793540RR0001