

Director of Finance

Organization: Advocacy Canada

Position Type: Volunteer

Advocacy Canada is a dynamic nonprofit organization based in Kelowna, BC committed to fostering unity and amplifying the voices of the LGBTQ+ community and their allies, driving transformative change on vital issues with enduring impact. We are seeking a passionate and experienced individual to join our board of directors team as the Director of Finance. This is a key role in managing the financial health of the organization and ensuring transparency and accuracy in financial reporting.

Responsibilities:

1. Budgeting:

- Develop, implement, and monitor the annual budget in collaboration with relevant directors and president.
- Provide guidance to directors and president on budgetary matters and assist in the preparation of their budgets.

2. Financial Reporting:

- Prepare and present accurate and timely financial reports to the board of directors and members.
- Communicate financial information effectively to non-financial stakeholders.

3. Bookkeeping:

- Handle monthly bookkeeping activities, ensuring accuracy and compliance with accounting standards.
- Maintain organized and up-to-date financial records.

4. Bank Reconciliation:

- Perform monthly bank reconciliation to ensure the accuracy of financial transactions.
- Investigate and resolve discrepancies in a timely manner.

5. Credit Card Processing Reconciliation:

- Reconcile credit card transactions and resolve discrepancies.

6. Financial Compliance:

- Ensure compliance with relevant financial regulations and reporting requirements.
- Stay informed about changes in financial regulations that may impact the organization.

7. Financial Planning and Analysis:

- Provide financial analysis to support strategic decision-making.

- Collaborate with leadership to develop financial forecasts and long-term financial plans.

Qualifications:

- Proven experience in financial management, preferably in a nonprofit setting.
- Strong knowledge of accounting principles and practices.
- Excellent analytical and problem-solving skills.
- Proficiency in Wave (or similar) online accounting software and Microsoft Excel.
- Strong organizational and time-management skills.

Time Commitment:

This is a volunteer position with a two year term that expires at the annual general meeting in the fall of 2025. Expected time commitment will vary from month to month based on meeting schedules and is estimated to be on average approximately 6-10 hours per month.

How to Apply:

Interested candidates should submit their resume and professional references via [this form](#).