



The SAFE Society is hiring!

Position Finance Administrator (NEW)

Part-time average 20 hours per week

Over sees the accounting function of the organization.

Ensures financial recording accuracy and compliance with Generally Accepted Accounting Principles (GAAP) and established internal controls and procedures. Plans and administers the provision of financial management, accounting systems and administrative operations for the society. All reporting is to be done as requested by SAFE Society's Executive Director, in conjunction with the board of directors.

This will include assessing the financial viability of any proposed program ideas and working closely with the team to understand initiatives and make recommendations for future viability and direction of the organization.

Required Qualifications: Professional Designation, either completed or in progress, with a CGA or CMA with three (3) years recent related experiences.

Assets: Experience in the Not for Profit Sector

If you can commit to the SAFE Society's mission of "Ending Violence in the Shuswap" and want to help making a positive difference in the lives of many, join us.

Deadline: September 13, 2019

Please send resumes to: Executive Director safesociety@shaw.ca

Only shortlisted applicants will be contacted.