



Join our team and be part of the movement to support survivors of violence!

Finance and Fund Development Coordinator

Full-time permanent 35 hours per week (M-F 8:30-4:30 1 hour lunch)

KSACC is hiring a Finance and Fund Development Coordinator. This position supports the Agency Coordinator, Board of Directors, and Agency Staff by ensuring the effective management of the day to day, month to month, and annual financial responsibilities and opportunities of the agency.

Job Description

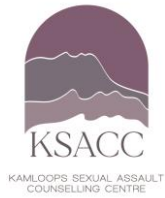
Payroll/Financial Management (25%)

- Complete all necessary processes to ensure that payroll is completed biweekly. Including, but not limited to, reviewing timesheets, ensuring proper benefit deductions, submitting payroll, ensuring staff are paid according to their hours of work, and managing payroll challenges
- Connecting and collaborating with external payroll services
- Awareness and management of employee sick, flex, and holiday time
- Administer employee benefit plans; including the group benefits package and medical service plan
- Ensure that the Society complies with all legislation covering taxation and withholding payments
- Active member of the finance committee
- In collaboration with the Agency Coordinator, monitor program budgets, staffing levels, and administration costs to ensure fiscal responsibility
- Maintains petty cash
- Monitor and maintain the monthly and annual cash flow of the society
- Reviews financial policy
- Ensures that KSACC's monthly bills are paid and accounts are up-to-date
- Completes any necessary banking
- Collaborates with the external accountant to complete the annual review of the Society's financial position
- Creation of invoices for small number of monthly/one-off accounts payables

Contract Management (30%)

- Work collaboratively with the Agency Coordinator and finance committee to develop, review, and revise program funded contracts
- Coordinates the review and submission of monthly statistics to the appropriate funding body
- Prepares financial and statistical data for funding applications
- Provides the necessary financial information for contract reporting requirements
- Maintains information regarding sources of funding for various programs
- Prepare financial reports for funders

Counselling Services, Court Accompaniment, Support Groups, Public Education, Advocacy



Fund Development (30%)

- Manages the financial aspects of accepting donations including documentation, tax receipts, and coordinating letters of appreciation
- Design and implement a giving program that offers a range of opportunities including annual gifts, major gifts and legacy gifts
- Identifies prospective donors; develops and documents strategies for building relationships with them
- In collaboration with the Agency Coordinator, establishes fundraising goals and identifies funding opportunities
- Identify granting opportunities and in collaboration with the Agency Coordinator, apply for and maintain successful grants, including funding deliverable and report backs
- Develop and support community giving campaigns such as Trim the Toyroom, as well as other opportunities throughout the year

Other (15%)

- Ensures that the Board of Directors and Society carry appropriate and adequate insurance
- Work collaboratively with the Agency Coordinator to ensure that the Society is in compliance with the Societies Act of BC and that the Societies By-Laws are reflective of current legislation
- Prepare and submit the Charity return and semi-annual reports
- Reviews lease agreements including, but not limited to office, equipment, phones, and any time limited contracts with regards to the business
- Support the Agency Coordinator in human resources management pertaining to employee checks and hire paperwork
- Support the mission, vision, values, and philosophies of KSACC
- Attend staff meetings and KSACC Annual General Meeting
- Participates in internal committees
- Provide back-up coverage of the front desk and Crisis Line, as needed
- Other duties as required

On-going education/learning

- Actively engages in employee annual planning process
- Participates in relevant training based on the Society's needs and budgetary guidelines
- Completes a minimum of 35 hours annually of professional development

Education/Experience/Skills Required

Education

- Credential in Accounting or Business, and/or equivalent. KSACC values the learning of lived experience comparable to formal education



Experience/Knowledge

- Minimum 1-year experience doing financial management in not-for-profit sector
- Knowledge and experience of how to develop budgets
- Knowledge and experience with Sage software
- Knowledge and experience of basic accounting procedures
- Knowledge and understanding of feminist practices and ideologies
- Knowledge and experience with fund development and donor management
- A comprehensive understanding of confidentiality
- Familiarity and commitment to the Truth and Reconciliation Calls to Action, and the
- Murdered and Missing Indigenous Women and Girls Calls for Justice

Skills

- An ability to work collaboratively with Agency Coordinator and the Board Treasurer and President
- Excellent written and oral communication skills
- Excellent computer skills, including Microsoft Office Suite
- An ability to work within a diverse team

Wages/Benefits/Application Process

Wages and benefits

- \$31.70 – \$33.65 per hour based on experience
- Three weeks paid vacation first year of employment
- Paid time off between Christmas and New Years
- Extended medical and dental benefits
- Paid wellness days off
- Your own office in our office building downtown Kamloops close to shopping, restaurant and Riverside Park

Application Information

- Please send resumé and cover letter, including three references to Jenn Johnson at jenn@ksacc.ca. Please note the position title in your email subject line.
- Position will be posted until filled.