



## Finance Coordinator

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**Date:** September 27, 2022

**Location:** Kelowna, BC

**Competition Number:** 114-22/23

The Finance Coordinator is responsible to assist the Director of Finance with full cycle accounting activities, primarily with AR but including Billing, AP, and Payroll.

### Key Duties and Responsibilities:

- Creates and posts reoccurring monthly contract invoices as well as other invoices
- Follows up on AR payments and contract renewal dates
- Inputs auto-deposits from source documents into computerized A/R system
- Prepares and deposits cash/cheque receipts on a weekly basis
- Reconciles A/R customer account
- Monitors and reconciles balance sheet accounts on a regular basis
- Submission of monthly funder reports
- Prepares external financial reports as required by funders
- Assists the Director of Finance with budgets for funding applications
- Records and tracks grant funding
- Assists the Director of Finance with the preparation of internal program financial statements and financial analysis tools, the annual operating budget and year end working papers for annual audit
- Ensures continuous quality improvement and compliance with financial policies and procedures, as well as internal controls

### Qualifications:

- Post-secondary courses in Accounting or Commerce and/or a minimum of 4-5 years full-cycle accounting experience, with progressive responsibility
- Knowledge of Sage300 ERP;
- Experience in Not-For-Profit fund accounting and knowledge of CRA Charity regulations an asset;
- Ability to temporarily backfill for Accounts Payable, Billing, and Payroll;
- Must be proficient using Microsoft Office (Excel including Pivot Tables, Word, and Access);
- Strong verbal and written communication skills

### We can provide:

- Flexible hours and a fun, positive team environment
- Many opportunities for professional development

**Hours:** 35 hours per week: Monday to Friday, daytime hours

**Rate of Pay:** Competitive salary, benefits and RRSP

**Closing Date:** Open until filled

### Application Process:

Please apply in writing with a cover letter and resume to:

E-mail: [jobs@bgco.ca](mailto:jobs@bgco.ca)

*As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made. You will only be considered for a position with BGC Okanagan if you're legally entitled to work in Canada. Eligible applicants include: Canadian citizens, permanent residents and refugees in Canada with legal status.*

*We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.*