

Position: Financial Coordinator

Type: Part-time

Start date: June 15th (flexible)

Organization: [Squamish CAN \(Climate Action Network\)](#)

Location: Skwxwú7mesh | Squamish, BC (flexible for remote work)



Squamish CAN is seeking a part-time Financial Coordinator

Term: One year, with the possibility of extension

Responsibilities:

Monthly Tasks

- Participation on the Squamish CAN Board of Directors as Board Treasurer and attendance at bi-monthly board meetings to provide the following reports:
 - Updates on all expenses to date for grants and fundraising initiatives
 - Budget to actual for any projects that have budgets
 - Cash Flow projections for the next 6+ months
 - Monthly income statement and balance sheet
- Process all expense reports by predetermined deadlines.
- Pay all payables, including annual fees, and account for all deposits.
- Reconcile and monitor all bank accounts and credit cards
- Check Finance email weekly and resolve any issues
- Check the CAN P.O. Box twice a month
- Use deferral method for all restricted contributions and grants

Additional Responsibilities

- **Grants:** Set-up grants in QBO based on the type of grant and what reporting is required; provide monthly reporting to individuals in charge of the grant, and assist in final reporting.
- **Fundraising:** Assist the board/staff/contractors with budgeting for new fundraising initiatives, setup the workflow/software selection if any payments are required. Familiarity with Square and Eventbrite are an asset.
- **Human Resources:** Issue payroll every two weeks, process monthly employee remittance with the CRA, set-up employees correctly in the payroll software (TD1, TDBC), ensure compliance with the BC Employee Standards Act, provide ROE at end of employee contract, provide annual T4s to all employees/process with CRA, and file annual WCB for all employee and contract payments. Ensure new staff are trained on how to submit expenses and hours, as well as how to code their time for relevant projects; ensure all internal contractor payments are tracked for WCB reporting.

Qualifications:

- Accounting certificate and/or a combination of bookkeeping classes & work experience.
- Minimum 2 years' experience working in a finance-related position or sector.
- Previous experience working for a not-for-profit
- Knowledge of current climate issues and familiarity with Squamish CAN's 4 mission and values
- Ability to work well with others and independently
- Ability to take initiative and find creative solutions to issues that may arise
- Practical experience in utilizing the following platforms/software: QuickBooks Online, Dext, Veem, Wagepoint, online banking, Google Drive, Microsoft Excel/Word, etc.

Remuneration & Hours: \$30/hour (flexible based upon experience), approximately 12 hours/month.

About Squamish CAN:

Our mission is to empower our community with just and actionable solutions to the climate crisis through education, policy development and systems change. We were established in 2009 and focus on sustainable food systems, zero waste and energy and active transportation. We are a friendly group of staff and board members who care deeply about climate action in Squamish and beyond. We look forward to welcoming a new Financial Coordinator.

Diversity, Equity & Inclusion

Squamish CAN is committed to strengthening and contributing to an inclusive community. This requires that we address the structural conditions that underlie unequal access to resources and engage multiple ways of knowing and being. Indigenous persons, women, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to participate in our climate action in ways that matter most to them. We aim to design our programs, services and recruitment processes through the lens of diversity, equity and inclusion for all.

How to Apply:

Please send a cover letter and resume: Krystle tenBrink, Executive Director, krystle@squamishcan.net. We thank all applicants for their interest.

Application Deadline: Sunday, June 5th at midnight.

