



**Community  
Connections**  
REVELSTOKE SOCIETY

## **JOB POSTING**

**January 2022**

**External Posting**

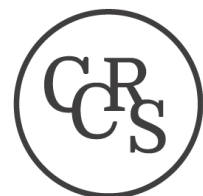
**Position Title: Finance Officer**

**Reports to: Director of Finance**

**Job Description:**

Working closely with the Director of Finance and the Bookkeeper, the Finance Officer will support Community Connections financial administration. The Finance Officer will support the Director of Finance with the day-to-day financial operations focusing on accounts receivable and reconciliations.

Using their strong knowledge of accounting principles, they will provide support and guidance to the Bookkeeper. The Finance Officer will develop a strong understanding of the various funding contracts and reporting requirements to ensure contractual obligations are being met.





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### **Community Connections Values:**

Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. You embrace Community Connection's values, vision and mission while treating individuals as leaders in their own lives. You contribute to an environment of continuous learning and seek to join a compassionate and supportive workplace.

### **Mission Statement:**

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community by providing and advocating for accessible, responsive social services.

### **Values Statement**

In providing our services we value:

- ❖ Diversity
- ❖ Belonging
- ❖ Individuality
- ❖ Respect
- ❖ Human Dignity
- ❖ Relationships
- ❖ Connection to Community
- ❖ Individuals & Families

### **Vision Statement**

By 2022, Community Connections (Revelstoke) Society will continue to be recognized by our community, the region and the province, as a leader for the provision of quality, responsive & socially just services.





**Key Duties and Responsibilities:**

1. Responsible for accounts receivable and preparing tax receipts for donors in a timely manner.
2. Provides guidance to the bookkeeper on accounts payable and acts as coverage for bookkeeper when necessary.
3. Preparing monthly bank reconciliations.
4. Assisting with the preparation of monthly and quarterly financial reports to the board and various funding agencies.
5. Assisting with the preparation of the annual budget and annual financial review.
6. Effectively respond to requests and queries from various departments.
7. Supporting the Director of Finance, Program Directors and the Executive Director with projects and tasks when required.

**Qualifications:**

**Education/Certification**

1. Relevant post-secondary degree or equivalent experience; senior level or graduate of a recognized business university or equivalent education and experience.
2. Accounting diploma or certificate an asset.

**Required Knowledge**

1. Advanced proficiency in the use of computer program applications such as: Microsoft Office suite of products including Word, Corel, Windows, Excel, PowerPoint, Adobe, Outlook and email etc.
2. Strong technical accounting knowledge, and experience working with Generally Accepted Accounting Principles (GAAP).

**Experience Required**

1. 3-5 years of accounting or bookkeeping experience with a thorough knowledge of accounting principles and general business practices.
2. Experience with government funded contracts an asset.
3. Accounting software experience with Sage 50 preferred.
4. Advanced proficiency in Microsoft Word and Excel.





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### **Organizational Competencies**

1. Excellent analytical skills and ability to identify key information and issues.
2. Sound judgment regarding confidential and sensitive matters.
3. Strong interpersonal, communication and organizational skills.

### **Additional Information:**

This position is required to work in a stressful environment, often dealing with individuals or staff in crisis situations. Work may be conducted outside normal office hours.

**Wage:** In accordance with the Community Connections Wage Grid G3. Starting rate of \$24.82.

**Benefit Packages:** Comprehensive medical, dental benefit and pension packages available based on eligibility and completion of probationary period.

**Location:** Main Office and other Community Connections locations as necessary.

**Hours:** 30-35 hours weekly.

**Closing Date:** February 28<sup>th</sup>, 2022.

**Start Date:** As soon as possible.

**Applications must include a current resume with a cover letter stating your qualifications and education for the Posted Position to:**

Jake Sloots  
Human Resources  
Community Connections (Revelstoke) Society  
Ph: 250 837 2920 Ext. 110  
Email: [hr@community-connections.ca](mailto:hr@community-connections.ca)

Community Connections is a CARF accredited organization

