



Community
Connections
REVELSTOKE SOCIETY

JOB POSTING

September 2026

Internal and External Posting

Position Title: Manager of Finance – 6 months- Term Contract

Reports to: Finance Director

Job Description:

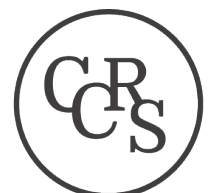
Community Connections (Revelstoke) Society is seeking an experienced Finance Manager for a six-month term to manage day-to-day finance operations while the Finance Director leads improvements to financial systems and processes.

Working closely with our full-time Bookkeeper, the Finance Manager will coordinate accounting activities, resolve routine financial matters within delegated authority, and prepare accurate, timely financial information for review.

The Finance Director will continue to lead financial strategy, budgeting and forecasting, Board reporting, and key financial discussions with funders, while retaining responsibility for significant financial decisions and final approvals. The Finance Manager will support this work through draft reports, reconciliations and financial analysis.

Key Duties and Responsibilities:

1. Coordinate daily accounting, receivables, banking and recordkeeping; support the Bookkeeper, set priorities and review work.
2. Review purchase invoices prepared by the Bookkeeper, resolve complex coding and funding allocations, and approve invoices within delegated authority. Refer invoices above the threshold and significant exceptions to the Finance Director.
3. Approve routine, budgeted purchase requests within separately delegated purchase authority; refer commitments above that limit and significant exceptions for approval before purchase.
4. Coordinate month-end close, reconciliations and journal entries; prepare draft financial reports and explanations of significant variances for the Finance Director.
5. Provide payroll backup and help resolve discrepancies when required. The Bookkeeper prepares routine payroll and review files; the Finance Director retains biweekly review and approval.
6. Prepare WCB reconciliations, calculations and required reporting; investigate discrepancies, maintain supporting records and submit reporting following Finance Director approval.
7. Review GST coding and reconcile control accounts. Prepare applicable returns, rebate applications, supporting schedules and proposed adjustments for Finance Director approval; escalate uncertain tax treatments before applying them.





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8. Coordinate Neighborhood Kitchen accounting: reconcile sales records to recorded revenue and receipts, review expenses and allocations, investigate differences, and prepare monthly financial results and proposed adjustments for Finance Director review.
9. Maintain program and grant records, monitor spending against budgets, and prepare draft funder reports and reconciliations. Enter figures following Finance Director edits and approval; verify entries match the approved report and retain submission records.
10. Maintain financial reporting and remittance deadlines, monitor cash requirements, and resolve routine staff and supplier queries, including missing documentation and approvals.
11. Maintain financial controls and clear documentation. Resolve routine information requests, including from the CRA.
12. Maintain procedures and handover records, adapt to changes introduced by the Finance Director, and provide occasional implementation support where agreed, based on interest and operational capacity.

Qualifications

1. Bachelor's degree majoring in accounting or related discipline.
2. Professional Accounting designation (CPA) will be considered as an asset but is not required.
3. Experience working in an NGO and managing multiple funding sources will be considered as an asset.

Experience Required

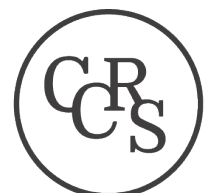
1. Demonstrated ability to manage full-cycle accounting independently, including reconciliations, month-end close and financial reporting, typically gained through at least three years of relevant experience.
2. Working with an accounting system (Sage or other) and Excel. Comparable systems experience is welcome.
3. Sound judgment, accuracy and the ability to organize competing deadlines, guide a colleague and explain financial requirements clearly to non-finance staff.
4. Willingness to learn new tools and adapt to updated processes, with care for confidential financial and employee information.

Practical experience with GST and WCB reporting is an asset, as is experience with charities, restricted funding and government contracts. Experienced senior bookkeepers, accounting supervisors and applicants with strong transferable accounting experience are encouraged to apply.

Organizational Competencies

1. Excellent human relations abilities.
2. Excellent oral and written communication and presentation abilities.
3. Solid analytical and technical skills.
4. Detail oriented, highly efficient with exceptional organizational skills;
5. Able to use all related hardware and software.
6. Demonstrated skills to work effectively and accurately under pressure to meet deadlines.

Wage: \$37.83-\$42.03 per hour, with the starting rate determined by relevant accounting experience and qualifications, in accordance with the Community Connections Wage Grid.





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Hours: 24-28 hours per week, with the regular weekly hours and work schedule agreed upon with the successful candidate.

Vacation: Given the term nature of this contract, 6% of your earnings will be paid out every pay period in lieu of vacation.

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

Sick days: You will be entitled to five sick paid days upon completing ninety days of employment.

Ideal Start Date: November 3, 2026

Posting Start Date: September 16, 2026

Application Deadline: September 30, 2026, at 9:00 am

**Applications must include a current resume with a cover letter stating your
Qualifications, motivations, and education for the posted position**

Apply now [online](#) or via email hr@community-connections.ca.

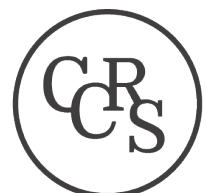
Myriam Savoie

Human Resources Manager

Community Connections (Revelstoke) Society

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Community Connections is a CARF accredited organization

Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. As an employee, you embrace Community Connections' 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 professional, compassionate and supportive workplace.

Mission Statement:

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

Values Statements:

Organizational values are the guiding principles that provide an organization with purpose and direction. We at Community Connections Revelstoke have given careful consideration to our organizational values and embrace the following:

BELONGING:

We value belonging by creating an environment where people are seen and heard.

COLLECTIVISM:

We work together to support equitable well-being.

INTEGRITY:

We demonstrate integrity through relational accountability and commitment.

CREATIVITY:

We cultivate creativity through acts of collective courage and imagination that tend to community needs and honor lived experiences.

Vision Statement

People belong and are supported by our high quality, responsive, and socially-just services.

2022-2025 Strategic Goals:

SUSTAINABILITY (PROGRAM, STAFFING AND FUNDING)

Community Connections Revelstoke Society is sustainable due to excellence in program delivery, human resource practices and financial planning and management.

SERVICE EXCELLENCE

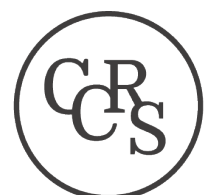
CCRS is committed to providing excellent services and will not sacrifice quality for quantity.

INTRA-ORGANIZATIONAL NARRATIVE

We have an internal ecosystem that creates a culture of belonging, celebrates past successes, growth and embeds the organizational values.

ORGANIZATIONAL VALUES

The CCRS will identify and define our values, and they will serve as a filter for all our decisions including work plans, staff evaluations, hiring practices, and Board attraction and retention.





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ADVOCACY

The CCRS will become more visible in the community by raising our profile and expanding our engagement.

