



## Financial Coordinator

### Job Description

**Position:** This position reports to the Board of Directors. The scope of work will be set by the Board, but will not exceed the duties as outlined below. This is a part-time, contract position paying at \$640 a month with a full-time equivalent of 0.2.

**Summary:** The financial coordinator is responsible for working with the Board of Directors to fulfill the financial reporting requirements of being a non profit Society in BC and a registered charity in Canada. The financial coordinator makes sure that the society's records meet ASNFPO standards, while also providing regular readable, understandable financial reports to the board, and to the Arts Administrator and Artistic Director who are responsible for grant writing and program budgets.

#### **Duties:**

- Keeps in-house books
- Keeps and updates the chart of accounts as necessary
- Maintains the staff-used and community accessible income and expense registers
- Is responsible for accounts payable and receivable for organizations and programs
- Keeps paper records, including bank statements, for ease of financial tracking
- Is the in-house point of contact for the yearly external audit
- Reports to the board of directors with respect to any financial policy changes that may be warranted
- Updates financial information yearly to CADAC
- Works with the Board, the Artistic Director and Arts Administrator to develop organizational and program budgets
- Works with the Board, the Artistic Director and Arts Administrator to prepare realistic financial projections for grant writing and other fundraising purposes
- Maintains and updates as necessary banking information

#### **Competencies & Requirements:**

- QuickBook competency is essential
- A clean criminal check is mandatory
- Orderly digital and paper record keeping
- Willing to experiment with ways to help community members understand the financial status, plans and safeguards of the society