



Job Title:	Finance and Fund Development Coordinator	Job Category:	Administration
Location:	Kamloops	Travel Required:	Occasional
Salary	TBD, to commensurate with experience, benefits upon successful completion of probation, and paid sick and holiday time.	Position Type:	Full-time (35 hours)
Term	Permanent	Hours:	M-F, 8:30-4:30 (1 hour lunch)
Reports to:	KSACC Agency Coordinator		
General Overview of Position	This position supports the Agency Coordinator, Board of Directors, and Agency Staff by ensuring the effective management of the day to day, month to month, and annual financial responsibilities and opportunities of the agency.		

Job Description	
Payroll/Financial Management (25%)	<ul style="list-style-type: none"> • Complete all necessary processes to ensure that payroll is completed biweekly. Including, but not limited to, reviewing timesheets, ensuring proper benefit deductions, submitting payroll, ensuring staff are paid according to their hours of work, and managing payroll challenges • Connecting and collaborating with external payroll services • Awareness and management of employee sick, flex, and holiday time • Administer employee benefit plans; including the group benefits package and medical service plan • Ensure that the Society complies with all legislation covering taxation and withholding payments • Active member of the finance committee • In collaboration with the Agency Coordinator, monitor program budgets, staffing levels, and administration costs to ensure fiscal responsibility • Maintains petty cash • Monitor and maintain the monthly and annual cash flow of the society • Reviews financial policy • Ensures that KSACC's monthly bills are paid and accounts are up-to-date • Completes any necessary banking • Collaborates with the external accountant to complete the annual review of the Society's financial position • Creation of invoices for small number of monthly/one-off accounts payables
Contract Management (30%)	<ul style="list-style-type: none"> • Work collaboratively with the Agency Coordinator and finance committee to develop, review, and revise program funded contracts • Coordinates the review and submission of monthly statistics to the appropriate funding body • Prepares financial and statistical data for funding applications • Provides the necessary financial information for contract reporting requirements • Maintains information regarding sources of funding for various programs • Prepare financial reports for funders



Fund Development (30%)	<ul style="list-style-type: none"> • Manages the financial aspects of accepting donations including documentation, tax receipts, and coordinating letters of appreciation • Design and implement a giving program that offers a range of opportunities including annual gifts, major gifts and legacy gifts • Identifies prospective donors; develops and documents strategies for building relationships with them • In collaboration with the Agency Coordinator, establishes fundraising goals and identifies funding opportunities • Identify granting opportunities and in collaboration with the Agency Coordinator, apply for and maintain successful grants, including funding deliverable and report backs • Develop and support community giving campaigns such as Trim the Toyroom, as well as other opportunities throughout the year
Other (15%)	<ul style="list-style-type: none"> • Ensures that the Board of Directors and Society carry appropriate and adequate insurance • Work collaboratively with the Agency Coordinator to ensure that the Society is in compliance with the Societies Act of BC and that the Societies By-Laws are reflective of current legislation • Prepare and submit the Charity return and semi-annual reports • Reviews lease agreements including, but not limited to office, equipment, phones, and any time limited contracts with regards to the business • Support the Agency Coordinator in human resources management pertaining to employee checks and hire paperwork • Support the mission, vision, values, and philosophies of KSACC • Attend staff meetings and KSACC Annual General Meeting • Participates in internal committees • Provide back-up coverage of the front desk and Crisis Line, as needed • Other duties as required
On-going education/learning	<ul style="list-style-type: none"> • Actively engages in employee annual planning process • Participates in relevant training based on the Society's needs and budgetary guidelines • Completes a minimum of 35 hours annually of professional development
Travel	<ul style="list-style-type: none"> • Occasional travel may be required for training or donor relations.

Education/Experience/ Skills Required	
Education	<ul style="list-style-type: none"> • Credential in Accounting or Business, and/or equivalent. KSACC values the learning of lived experience comparable to formal education
Experience/Knowledge	<ul style="list-style-type: none"> • Knowledge and experience of how to develop budgets • Knowledge and experience with Sage software • Knowledge and experience of basic accounting procedures • Knowledge and understanding of feminist practices and ideologies • Knowledge and experience with fund development and donor management • A comprehensive understanding of confidentiality



	<ul style="list-style-type: none">• Familiarity and commitment to the Truth and Reconciliation Calls to Action, and the Murdered and Missing Indigenous Women and Girls Calls for Justice
Skills	<ul style="list-style-type: none">• An ability to work collaboratively with Agency Coordinator and the Board Treasurer and President• Excellent written and oral communication skills• Excellent computer skills, including Microsoft Office Suite• An ability to work within a diverse team
Other	<ul style="list-style-type: none">• Must be fully vaccinated against COVID-19• Ability to work in office and from home, in a blended schedule

Application Information	<ul style="list-style-type: none">• Please send resumé and cover letter, including three references to Alix Dolson at alix@ksacc.ca. Please note the position title in your email subject line.• All application materials must be received by Monday November 15th. <p>At KSACC, we value lived experience, work experience, and educational experience, and believe that all types of experience may provide applicants with the skills needed to be well suited to anti-violence work with KSACC. We also prioritize hiring folks of diverse backgrounds and experiences including Indigenous people, racialized people, queer people, disabled people, people of marginalized genders, as well as other intersections of identity. We ask, but do not require, applicants to self-identify in their cover letter so that we can adequately prioritize the application. If you have any questions, please reach out to alix@ksacc.ca</p> <p><i>Due to the high volume of applications that we receive, we are only able to follow up with short-listed applicants.</i></p>
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