



VICTORIA FOUNDATION

CONNECTING PEOPLE WHO CARE WITH CAUSES THAT MATTER®



Job Title: Finance Administrator

Department: Finance

Date: April 2024

Supervisor: Senior Manager of Financial Operations and Payroll

Conditions: Full-Time 18-month Contract, 5-day work week, remote and in-office (majority preferred to be in office)

About the Foundation

Victoria Foundation connects people who care with causes that matter. We inspire giving. We care for the assets entrusted to us. And we invest in the people, ideas and activities that strengthen our community.

Established in 1936, the Victoria Foundation is Canada's second oldest community foundation and the sixth largest of over 200 nation-wide. We manage charitable gifts from donors whose generosity allows them to create permanent, income-earning funds. The proceeds from these funds are then distributed as grants for charitable or educational purposes. To date the Victoria Foundation has invested over \$313 million in people, projects and non-profit organizations that strengthen communities in BC and throughout Canada.

Victoria Foundation engages and collaborates with a wide network of partners including individuals, families, business representatives, professional advisors, and others. We are Victoria's community foundation.

Job Summary

Reporting to the Senior Manager of Financial Operations and Payroll, the Finance Administrator will contribute to the overall efficient operation of the finance department. As a key member of the Foundation's finance team, the Finance Administrator is responsible for processing financial transactions, updating the general ledger and other accounting-related tasks.

The Finance Administrator is approximately an 18-month contract position for a maternity leave. The contract is expected to start on June 1, 2024, through to December 31, 2025, however these dates are subject to further review, and the position may be extended as needed.

Essential Duties and Key Responsibilities

- Entering financial transactions into FIMS and Raiser's Edge, including accounts payable, grants, interfund transfers and donation records.
- Preparing payments through the cheque or direct deposit payment system.
- Monitoring and managing shared email accounts.
- Maintaining Finance processes and procedures.
- Vouching of payments and preparing the second review and payment.
- Reconciling monthly bank accounts, and other monthly tasks as required.
- Supporting the finance team other Foundation staff on financial matters as required.
- Completing administrative tasks, such as filing, mailing, and other duties as assigned.

Education and Experience

- A post-secondary degree/diploma or an equivalent combination of training and experience in finance/accounting is required.
- 1-2 years of recent accounting experience required, preferably in a not-for-profit environment.
- Knowledge of GAAP
- Knowledge of CRA reporting requirements & filings.
- Financial systems experience.
- Proficient in Office 365, including advanced excel skills.

Other Desired Qualifications

- Ability to communicate effectively with internal and external stakeholders.
- Self-motivated and pro-active with a high level of organizational ability and attention to detail.
- A keen understanding and sound judgement regarding the importance of confidentiality and the privacy and protection of personal information.
- High standards of professional behaviour, personal integrity, sound judgment, and a client service orientation are characteristics that will contribute to success in this position.

Candidates must be willing and able to exhibit:

- A genuine commitment to the mandate and values of the Victoria Foundation.
- High level of professionalism, confidentiality, diplomacy and tact, and ability to engage with a wide range of contacts as a representative of the Foundation.
- Respect for listening, learning, and acting on reconciliation, diversity, equity, and inclusion.

Victoria Foundation is committed to ensuring a diverse and inclusive environment as an equal opportunity employer. We believe it is our unique and individual differences that make us strong; and this is also a reflection of the communities we care for and serve.

The Victoria Foundation acknowledges with respect the Lekwungen speaking people of the Songhees and Esquimalt Nations on whose traditional lands our offices are located.