



DIRECTOR OF FINANCE AND ADMINISTRATION

What's Interchange Recycling all about?

Interchange Recycling, formerly BC Used Oil Management Association (BCUOMA), located in Victoria BC, is a collaborative, not-for-profit, producer-governed group that upholds the environmental objectives of our members. We collect and recycle the products they make and sell, which are then made available as new products from our members and other vendors.

At Interchange Recycling, we move forward through balance. Like a major highway interchange, there is a constant flow of materials arriving into the market and coming back into our operations. Likewise, we direct the traffic for members, government, collectors & processors, public recycling centres, and of course, the public. Currently, we recycle used motor oil, oil filters, oil containers, antifreeze, and antifreeze containers—and we're always examining new automotive and industrial products to bring into our recycling process.

Position Overview

Reporting to the Chief Executive Officer (CEO), the Director of Finance and Administration will oversee both financial strategy and administrative operations at Interchange Recycling. This role is central to ensuring the long-term financial sustainability, operational efficiency, and compliance of the organization. Beyond finance, the Director will guide core administrative functions such as human resources coordination, IT systems, legal compliance, and risk management. They will act as a key strategic advisor to the CEO and Board of Directors, bringing forward financial insights and operational recommendations that advance the stewardship mission. Interchange Recycling partners with an outsourced provider for its controllership function delivered through NetSuite. This role will be responsible for overseeing and managing the relationship with our external finance as a service provider.

Key Responsibilities

Financial Leadership

- Develop, implement, and oversee annual budgets, forecasts, and long-term financial strategies.
- Analyze and interpret financial and operational data to identify trends and support informed decision-making.
- Deliver accurate, timely financial reports in accordance with Canadian not-for-profit standards (ASPE/ASNPO), providing actionable insights for the CEO, Board, and committees.
- Manage cash flow, investments, and reserves to support sustainability.

- Lead annual audit processes and maintain strong relationships with external auditors and financial institutions.
- Oversee producer fee reconciliation, stewardship program reporting, and grant administration.
- Act as the primary liaison between Interchange Recycling and the external finance as a service provider.
- Coordinating with Director of Operations and legal to understand regulations for government agencies within provinces and related financial impacts on forecasts, budgets and planning.

Administrative Oversight

- Lead development and implementation of policies and procedures that improve organizational efficiency and ensure compliance with provincial and federal laws.
- Oversee IT, office systems, vendor management, and procurement
- Collaborate with stakeholders to establish a Digital Office, ensuring Interchange Recycling utilizes national services where appropriate to prevent duplication of efforts.
- Ensure compliance with contracts, insurance, and regulatory requirements.
- Lead and coordinate HR activities and HR administration (benefits, payroll, onboarding) and foster a supportive, accountable workplace. This includes working with and overseeing HR consultant for adequate activities and managing this relationship.
- Coordinating legal and contract activities for the organization in collaboration with CEO and legal firm.

Risk and Compliance

- Develop and maintain internal controls to safeguard organizational assets and implementing and maintaining changes.
- Ensure compliance with provincial stewardship regulations and other applicable frameworks.
- Monitor organizational risks and recommend mitigation strategies.

Board and Stakeholder Engagement

- Review financial reports and prepare operational reports, along with strategic recommendations, for the CEO, Board of Directors, and advisory committees.
- Support stakeholder engagement by providing financial insights into program costs, impact, and outcomes.
- Build relationships with auditors, regulators, and industry partners.

Team Leadership

- Supervise and mentor finance and administrative staff.
- Encourage professional development and continuous improvement.
- Foster a collaborative culture with transparency, accountability, and a focus on stewardship outcomes.

Qualifications

- Post-secondary degree in Accounting, Finance, or Business Administration or an equivalent combination of education and directly related experience. CPA designation is an asset.

- 7+ years of progressive leadership experience in finance, HR and IT, with at least 5 years in a leadership role within a not-for-profit, stewardship, or regulated environment.
- Proven expertise in Canadian nonprofit accounting and regulatory reporting.
- Experience with financial and administrative systems (e.g., NetSuite, Salesforce, Microsoft Office, cloud-based platforms).
- Proven ability to think strategically and translate financial data into actionable insight.
- Knowledge of relevant municipal, provincial, and federal financial regulations.
- Strong leadership, communication, and strategic planning skills.
- High level of integrity, ethics, and commitment to transparency.
- Excellent communication with the demonstrated ability to work in a dynamic, evolving environment with multiple stakeholders.
- Experience supporting governance and reporting to boards is an asset.

Salary and Benefits

- Salary range: \$130,000 – \$150,000 (commensurate with experience).
- Four weeks' vacation.
- Chamber benefits (extended health and dental coverage)
- Flexible schedule, ability to work remotely
- Beautiful downtown Victoria office location with parking, bike storage, or bus pass provided
- Professional development opportunities.