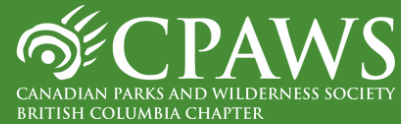


WE'RE HIRING!

# FINANCE & ADMINISTRATIVE OFFICER



241 - 312 Main Street  
Vancouver, BC  
V6A 2T2  
(604) 685-7445  
[info@cpawsbc.org](mailto:info@cpawsbc.org)  
[www.cpawsbc.org](http://www.cpawsbc.org)

## Position Overview

The Finance & Administrative Officer provides comprehensive support across the finance, human resources and administration functions to optimize operational efficiency and effectiveness. This position reports to the Operations Director and provides significant support to the Executive Director (ED). As the Finance and Administrative Officer, you are responsible for coordinating internal financial and administrative functions, systems, and processes, including financial operations and reporting.

If you're detail-oriented, good with numbers, and like to keep things organized, we'd love to hear from you.

## Responsibilities & Duties

### *FINANCE SUPPORT*

- Assist in budgeting, financial reporting, and auditing
- Manage daily financial operations, including payroll and bookkeeping
- Collaborate with the Executive Director and Operations Director on financial strategy and compliance
- Provide on-going financial and budget support to Program Managers
- Responsible for on-going banking needs
- Manage organizational credit cards, tracking expenses and allocations, and ensuring payment
- Other financial support as needed

### *OFFICE MANAGEMENT*

- Coordinate office supplies, ensuring stock and order management
- Manage office logistics, including liaising with vendors and organizing supplies
- Handle mail collection and distribution for the office
- Manage relationships pertaining to the CPAWS-BC office at 312 Main Street (Vancouver) and liaise with other external partners as needed

### *ADMINISTRATIVE AND EXECUTIVE SUPPORT*

- Contribute to strategic and operational efficiency
- Provide administrative assistance and executive support the ED
- Provide operational and development support to the Operations Director
- Offer administrative and logistical support for all staff
- Other administrative support as needed

## Knowledge, Skills & Abilities

### *KNOWLEDGE & EXPERIENCE*

- Required: Experience working with budgets
- Required: Proficiency with financial software (QuickBooks), GSuite, and M365
- Asset: Solid understanding of nonprofit finance and data analysis
- Asset: Experience in an administrative position

### *SKILLS & ABILITIES*

- Ability to work collaboratively with internal teams, external partners, and contractors
- Strong organizational skills
- Strong written and verbal communication skills
- Ability to recognize and adapt plans based on changing circumstances
- Attention to detail
- Ability to receive and implement feedback

### *EDUCATION*

- Bachelor's degree in finance, accounting, economics, or a related field **OR** 3-5 years of demonstrated experience in a similar role
- CPAWS-BC values the contributions of individuals with diverse educational and lived experiences. We encourage you to apply for this role if you believe your skills are a good match

## Position Details

**Position type:** Full-time, permanent

**Location:** This is an in-office or hybrid position, with at least 1-2 days per week at the office in Vancouver; remote (at-home) work is an option for the remaining days.

**Work hours:** Beginning March 1, 2024 CPAWS-BC will be piloting a 4-day/32-hour work week. Daily work hours are flexible, provided they overlap with the core work hours of 9am-3pm Monday through Thursday.

**Compensation:** \$66,950 annually, plus comprehensive health and dental benefits (after 3 months) and 4% RRSP matching (after 1 year).

**Posting date:** February 26, 2024

**Closing deadline for applications:** Applications will be reviewed on a rolling basis until a suitable candidate is found. We encourage you to apply quickly if you're interested in joining our team.

**Start date:** As soon as possible.

# ABOUT CPAWS-BC



The Canadian Parks and Wilderness Society – British Columbia (CPAWS-BC) is part of one of Canada's oldest non-profit conservation groups. We have been defending lands and waters in BC since 1978 and are dedicated to keeping BC's natural environment thriving forever. Nature is BC's best hope.

CPAWS-BC works on the unceded territories of Indigenous Peoples. We recognize that all people have the right to a healthy environment. Identity, culture, and survival are often deeply rooted in people's connection to the land and ocean. However, not all people have equal access to and decision-making powers over the use of land and ocean. As a conservation organization, we have the responsibility to uphold the values of justice, equity, diversity, and inclusion of marginalized voices and perspectives.

We are a small, dedicated team working hard to protect land and waters in every corner of BC and deep into the ocean. Join us and help safeguard homes for grizzly bears, huge colonies of seabirds, threatened grasslands, endangered orca habitats, and vital stretches of boreal forest, keeping British Columbia wild forever.

Our office is located on the shared, unceded, ancestral territories of the xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations.

## THE BENEFITS OF BEING ON OUR TEAM:

- A pilot 4-day, 32-hour work week beginning March 1, 2024
- Flexible work schedule outside of core organizational work hours (9am-3pm)
- Our vacation entitlement starts at 3 weeks, increasing to 4 weeks after 5 years, plus an additional paid break over the December holidays.
- Support your physical and mental wellbeing, and caregiving responsibilities, by taking advantage of our 8 flexible personal days annually.
- We offer an extended health, vision and dental benefits package, which includes life insurance and long-term disability
- A completely free and confidential employee and family assistance program



# APPLICATION PROCESS



To apply, please submit one combined PDF document that includes a one-page cover letter and your resume to [hire@cpawsbc.org](mailto:hire@cpawsbc.org) with the subject line: Financial Officer

Applications will be reviewed on a rolling basis until the suitable candidate is found. We suggest you apply early if you're interested in this position.

We encourage you to use your cover letter to tell us how your background and experience align with this role and share any information about yourself that you think is important for your application. You will receive an auto-response informing you that your application has been received.

CPAWS-BC is committed to expanding a diverse, equitable, and inclusive conservation movement. We are invested in creating an organization representative of a wide variety of backgrounds, identities, languages, cultural ways of knowing, and life experiences and welcome applications from Indigenous, Black, and racialized people, and those who face systemic barriers to employment.

We know research shows that society has conditioned communities of colour, trans and gender non-conforming people, immigrants, people with disabilities, and other marginalized candidates to more frequently not apply to a job because they don't feel that they meet all the qualifications listed even if they are qualified. If you meet some of the requirements and you are passionate about our mission, we encourage you to apply and look forward to learning more about you.

## OUR COMMITMENT TO DECOLONIZATION

CPAWS-BC works on the stolen lands and waters of Indigenous Peoples. Indigenous Peoples have stewarded their territories since time immemorial and continue to do so today.

The conservation movement in Canada was founded on white supremacy and actively sought to erase Indigenous Peoples. One way was the forcible removal of Indigenous Peoples from their lands and waters, and the attempted severing from their culture. The whiteness of conservation remains in both leadership and values, which continues to perpetuate systemic oppression and erasure of Indigenous Peoples. But Indigenous Peoples have resisted and endured. As a conservation organization, we have a responsibility to decolonize our work and to ensure that we are supporting Indigenous stewardship, resilience, and resurgence.

We, the staff and Board at CPAWS-BC, recognize that decolonization is an ongoing process that requires all of us to be actively involved and responsible. CPAWS-BC is committed to justice, equity, diversity, and inclusion within every aspect of our work to protect lands, inland waters, and ocean. We commit to be more inclusive, respectful, and honour Indigenous Peoples in all aspects of our work.