



Let your career SOAR with Wildlife Rescue!

Do you want to join a fast-growing organization making a big impact in BC?
Do you have a passion for leading accounting initiatives in the non-profit setting?

We are looking for a **Finance Officer** to join our team.

In this dynamic, flexible role, you are empowered to bring your entrepreneurial spirit to work every day, where you can make a big impact in a small and dedicated team.

Wildlife Rescue values work-life balance;
we offer numerous values-driven employee perks and benefits to support our employees in being their best selves both in and out of the workplace.

Position Profile:

Our Finance Officer role is full time, 32-40 hours per week, with flexibility on exact hours and schedule dependent on the candidate.

Who YOU are:

You are a detail-oriented, accounting professional, with firsthand knowledge and experience leading essential financial and accounting functions in the non-profit setting.

You are enthusiastic about non-profit finances and want to contribute to the development of essential processes and infrastructure that will safeguard the health and compliance of Wildlife Rescue's financial practices.

You embrace the opportunity to bring new ideas and innovative approaches to a not-for-profit driven by our Mission, Vision and Values which we live and breathe every day.

Who WE are:

Established in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals and is committed to educating the public on how to coexist peacefully with wildlife. Located in Burnaby, BC, we are western Canada's busiest wildlife rehabilitation centre, with over 6,000 animal patients admitted each year.

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.

Employee Perks and Benefits:

- Remote work opportunities (dependent on position)
- Flexible work week (32-40 hours/week) dependent on candidate work style and preference

- Professional development funding and opportunities
- Room for career growth
- 3 weeks paid vacation to start
- A competitive extended medical and dental benefits plan, which includes:
 - Teleadoc medical services
 - Employee Life insurance
 - Access to Mental Health services including counselling, psychotherapy, and more

Highlight of Key Responsibilities

- Prepare, administer, and reconcile balance sheet accounts including deferred revenue, prepaid expenses, accrued liability, and restricted assets on monthly basis
- Assist in preparing charity tax returns, bi-annual GST rebates, and WorkSafeBC quarterly remittances and annual reports
- Collaborate in annual budget preparation and entry into QuickBooks accounting software
- Coordinate year-end review engagement and prepare all financial records
- Develop and implement accounting structures, processes and policies as needed
- Analyze and present financial reports in an accurate and timely manner
- Evaluate and advise on current program budgets, project budgets and financial position
- Monitoring accounts payable and receivable and create a clear overview of incoming and outgoing financial streams
- Monitor and track financial aspects of grants, prepare budgets and information for grant applications, reports and statements
- Lead reconciliation between bookkeeping and Fund Development systems
- Ensure compliance with financial reporting requirements for all funders

Key Qualifications & Experience

- Minimum 3 years of relevant experience in a similar role
- Previous involvement in the non-profit sector
- Sound knowledge of program accounting, including two years' year-end closing experience with external auditors
- Extensive knowledge of BC non profit accounting standards **AND** CRA requirements for registered charities
- Proficiency in QuickBooks accounting software
- Experience with Microsoft Office, proficiency required in Excel
- Demonstrated ability to maintain high ethical integrity of confidential information
- Excellent organizational skills
- Strong written and verbal communication skills
- Full or partial relevant accounting accreditation an asset
- OR the right combination of skills and experience—we are looking for the right fit for our team and encourage all interested candidates to apply.

Note:

- All candidates must be willing to submit proof of current tetanus and COVID-19 vaccination and to obtain criminal record check as per policy.
- WRA is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion; It is WRA's policy to provide equal opportunity for all qualified employees and applicants for employment without regard to

race, colour, religion or creed, gender, age, disability, national origin, language, political belief, criminal record, pregnancy, marital status or sexual orientation. Reasonable accommodation will be made for persons with disabilities. This policy applies to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. If you need assistance or an accommodation, you may contact us at recruitment@wildliferescue.ca.

To Apply

Submit your cover letter and resume together in a single pdf file using our online form.

<https://app.smartsheet.com/b/form/a2149c40fe0c4b98bf72a9e88564b2d5>

If you have any questions, please feel free to contact us at recruitment@wildliferescue.ca