



Finance Officer

Pacific Immigrant Resources Society (PIRS) delivers a range of community programs in the Greater Vancouver area with funding from all levels of government as well as foundations and private donors. The Finance Officer will take charge of the financial health of our organization by administering accounting operations to meet legal requirements, and will support the Pop-Up Childcare Social Enterprise in forecasting for business development and developing financial systems for its for-profit work.

The ideal candidate should be familiar with audits, invoices and budget preparations. He/she should demonstrate interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. The candidate is outcomes oriented, a strong problem solver and communicator. He/she should also have excellent organizational skills and be able to handle time-sensitive tasks.

Ultimately, the candidate will be responsible for the day-to-day management of our financial transactions and procedures.

Key Responsibilities

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Prepare payroll
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation, forecasting
- Review and implement financial policies

DESIRED QUALIFICATIONS

- Proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial software (Quickbooks Online, Payworks, Expenisfy, Receiptbank, Ploto)
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data
- BSc degree in Finance, Accounting or Economics
- Professional qualification as a CFA/CPA is considered a plus
- Familiarity with the nonprofit sector, settlement, language, childcare and employment training programs/services



Position Information

Based in Vancouver, British Columbia, PIRS empowers immigrant and refugee women and children to fully participate in Canadian life through neighbourhood-based programs. Supporting immigrants and refugees since 1975, our vision is a society that values the diverse contributions of immigrants and refugees and promotes the enrichment of their lives.

With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work. We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

The annual salary for this full time (35 hours per week) position starts at \$52,780.

To apply, send resume and cover letter in one PDF document (3 pages maximum) to:

Attention: Mariam Bouchoutrouch
Email: ed@pirs.bc.ca
Email Subject: "Application: Finance Officer"
Deadline for applications is May 22, 2020.

Thanks to all who apply. Only short-listed candidates will be contacted.

