

## Vacancy Posting – Diocesan Finance Officer

Location: Victoria, BC

Full-time, Permanent

The finance officer (FO) advises Diocesan Council and Finance Committee and implements their policies; administers the financial and business affairs of the diocese; assists parishes in their financial affairs; and, in general, identifies financial problems and opportunities and proposes solutions.

### Duties and Responsibilities

- oversee the accounting, insurance, and payroll functions
- prepare quarterly internal statements
- prepare annual financial statements for external review
- prepare annual budget for approval
- prepare annual Charity Return and GST Return
- provide diocesan-wide financial reports as required
- prepare summaries of financial policy issues, together with recommendations
- undertake prudent cash management strategies
- provide financial implications of parish/other requests to Finance Committee
- implement financial policies/decisions from Finance Committee and Diocesan Council
- maintain the records of the Consolidated Trust Fund (CTF) investment portfolio
- review CTF performance with the Investment Committee and investment manager
- inform parishes of Finance Committee/Diocesan Council financial policy changes
- review annual Parish Financial Returns for assessment and other purposes
- review annual parish financial statements
- assist parishes with questions (e.g., CRA filings, gifts by parishioners)
- attend meetings of any committee concerned with finances

### Required Skills and Knowledge

- post-secondary education in accounting or equivalent (required)
- professional accounting designation/certification (required)
- 5+ years of experience in accounting (required)
- Police Information Check with a Vulnerable Persons Sector Check (required)
- knowledge and experience of not-for-profit organizations
- proficiency/experience with the Office 365 Suite; advanced Excel capabilities
- excellent communication skills, including exceptional written and spoken English
- ability to listen, identify issues and problems, and propose solutions
- ability to work as part of a team
- enthusiasm for change and adaptation
- a positive, optimistic attitude

## Remuneration and Benefits

- Salary: \$87,000 per annum
- Group Benefit Plan: extended health care and dental; short-term disability; life insurance
- Participation in the General Synod Pension Plan and Long-term Disability
- Employee Assistance Program (confidential counselling)

## Hours of Work

Working hours will generally occur from Monday to Friday, 40 hours per week. On rare occasions, the FO may be asked to attend meetings outside these hours to accommodate colleagues in other time-zones and/or evening meetings with volunteers.

## About the synod office and the diocese

The synod office is a professional but casual working environment where a small, tight team works together to serve a diocese of forty-six worshipping communities through the administration of people, payroll, insurance, property management, refugee programming, community and congregational development, and archival management.

The Diocese of British Columbia is an equitable employer that operates on Vancouver Island, the Gulf Islands and the Broughton Archipelago with humility and gratitude to the First Peoples of Turtle Island on whose traditional lands we work and play. We are a regional expression of the Anglican Church of Canada, part of the worldwide Anglican Communion. We are a progressive church where seekers are welcome to receive communion, baptism, marriage, and ordination on an equal basis.

The diocese is an equal opportunity employer. Should you require accommodation during the recruitment process, please contact Tara Saracuse, executive assistant, at [tsaracuse@bc.anglican.ca](mailto:tsaracuse@bc.anglican.ca).

## COVID-19 precautions

The synod office is a stand-alone building that has a total of 10 staff members working in it; most weekdays there are 6-8 staff in the building. The office has COVID procedures in place.

Successful applicants must be fully vaccinated (defined as 14 days having elapsed since receipt of a second dose of one of the COVID-19 vaccines approved for use in Canada and compliance with any other related public health order, recommendations or guidelines respecting vaccination) and show proof of vaccination as a condition of employment and prior to starting work.