



## **Archives Association of British Columbia**

### **Financial Manager - Contract, 130 hours per year**

The Archives Association of British Columbia (AABC) is currently seeking an experienced Financial Manager. This is a contract position that provides up to 130 hours per year.

The AABC is a non-profit that was established in 1990 and supports archives, archivists, records professionals and all those with an interest in documentary heritage in British Columbia. As a member of the Canadian Council of Archives, the Association represents archival institutions in British Columbia at the national level. The AABC assists the community through education and professional development, advisory services, and through the maintenance of the provincial database, MemoryBC. The AABC is a registered society in the Province of British Columbia, as well as a registered charity with the Canada Revenue Agency (CRA).

The position of Financial Manager is responsible for all bookkeeping duties, as well as providing a volunteer board with financial advice and direction. As such, the position requires an individual who can go beyond basic bookkeeping skills and provide comprehensive analysis. This position works remotely, and the contractor is responsible for providing their own work space and computer. The position requires some virtual and/or in person meetings throughout the year.

### **The position of Financial Manager is responsible for the following:**

- General bookkeeping
- Financial reports for Executive – monthly and as requested for special projects
- Monitoring budgets to actual results with recommendations for follow up
- Assisting Executive with budget process and other financial matters
- Tracking and reporting for special projects and/or grants
- Tracking GST on purchases and filing GST 66E for refund
- Issuing income tax receipts to donors
- Preparing annual T3010 report for CRA
- Supporting the society's Executive board, contractors, and other committees as required



**Qualifications and experience:**

- Minimum 3 to 5 years financial management and bookkeeping experience
- Experience working with non profit organizations and volunteer boards
- Ability to provide direction and advice for a wide range of financial and bookkeeping issues
- Ability to respond to requests throughout the month as required in addition to meeting monthly deadlines
- Strong communication skills and ability to work with a variety of stakeholders
- Experience in standard accounting software systems, such as Sage 50 and/or Quickbooks

The contractor rate for this position is in the \$35 to \$40 range based on experience and credentials. Those interested in the role, please send a resume and cover letter to [aabc.president@aabc.ca](mailto:aabc.president@aabc.ca) by **August 26th, 2022**.