



## Finance Administrator / Bookkeeper

Position Title	Finance Administrator / Bookkeeper
Location	5674 Cowrie Street, Sechelt BC
Position Type	Part Time
Hours	12-15 hrs per week
Work Arrangement	Hybrid with a min. of one day per week in the office. A second day may be worked remotely, though working both days in the office is preferred
Reports To	Executive Director
Start Date	June 1st 2026
Compensation	\$42.25 - \$47.50 This position includes three weeks' vacation, prorated based on part-time hours, and wellness days in accordance with organizational policy.

### About Us

The Sunshine Coast Resource Centre is committed to building a supportive, connected Sunshine Coast community for everyone. We bring together individuals, partners, and organizations to identify community needs and develop a path forward. Our work is grounded in collaboration, empathy, responsiveness, inclusion, reliability, transparency, and respect.

### About the Role

The Finance Administrator / Bookkeeper is responsible for accurate, timely, and well-organized bookkeeping, payroll administration, financial recordkeeping, and finance-related administration for the Sunshine Coast Resource Centre. This role supports the Executive Director, Treasurer, Board of Directors, Program Managers, and external accountants by maintaining up-to-date financial records,



processing payroll and payables, reconciling accounts, supporting grant and funder reporting, and helping ensure financial systems are organized and compliant.

The role also supports monthly financial reporting to the Board, banking administration through the organization's credit union, and preparation of year-end materials for the Annual General Meeting.

This is a part-time role requiring approximately 10-12 hours per week. The role includes regular in-office work to support Payroll, document management, filing, cheque/payment processing where applicable, coordination with staff, and timely financial administration.

## **Key Responsibilities**

### **Bookkeeping and Financial Records**

- Process bills, invoices, reimbursements, and expenses.
- Track deposits, including grants, donations, fundraising revenue, training fees, payments, merchandise sales, and other sources of income.
- Maintain accurate accounts payable and accounts receivable records.
- Reconcile bank accounts and credit cards monthly.
- Allocate revenues and expenses accurately across programs, grants, funds, and budget lines.
- Maintain organized digital records of receipts, invoices, reconciliations, payroll records, grant documentation, and other financial files.
- Ensure financial records are filed in the appropriate shared drive folders using clear and consistent naming conventions.
- Prepare monthly financial updates and supporting narrative for the Executive Director, Treasurer, and Board of Directors.
- Work with the organization's credit union and online banking platform to support banking administration, payment processing, account access, and related financial needs.
- Work with the organization's external accounting firm to support preparation of annual financial statements for the Annual General Meeting.

### **Payroll and Remittances**

- Process payroll on a bi-weekly basis.
- Maintain payroll records in coordination with PayWorks or other payroll systems used by the organization.



- Support onboarding and offboarding payroll processes as needed.
- Prepare and submit regular CRA payroll remittances.
- Support filing and payment of GST, WorkSafeBC premiums, and other required remittances.

### **Budget and Financial Reporting**

- Support the Executive Director with monitoring the organizational budget.
- Help track spending across multiple funding sources and restricted grants.
- Provide regular financial information to the Executive Director, Treasurer, Finance Committee, and Board of Directors.
- Prepare quarterly financial reports, or reports as requested.
- Assist with the development of the annual fiscal year budget.
- Support budget-to-actual tracking and flag variances, coding issues, or funding allocation concerns.
- Support SCRC Staff with budget planning and adjustments

### **Grant, Funder, and Compliance Reporting**

- Prepare or support financial reporting for program grants and funders, including but not limited to Law Foundation, United Way, District of Sechelt, Legal Aid BC, Canada Summer Jobs, BC Gaming, and other funders as applicable.
- Ensure expenditures are coded and tracked according to funder requirements.
- Support BC Gaming compliance and reporting.
- Support the annual charity return process, in coordination with the Executive Director and accountant.
- Provide financial backup documentation for grant reports, funder reviews, and year-end processes.

### **Accounting Systems and Process Improvement**

- Maintain and support the effective use of Xero accounting software.
- Stay current with relevant Xero features and recommend workflow improvements where helpful.
- Use PayWorks, G-Suite, shared drives, email, and online banking systems as required.
- Help improve financial systems, filing structures, templates, and monthly processes.
- Support the Executive Director with preparation of documentation for external accountants to complete year-end unaudited financial statements.

### **Collaboration and Communication**



- Meet regularly with the Executive Director to review priorities, deadlines, cash flow, reporting needs, and financial questions.
- Communicate clearly and proactively about missing documentation, coding questions, payroll issues, funder requirements, or deadlines.
- Work respectfully and collaboratively with staff, the Treasurer, Finance Committee, Board members, funders, and external accountants.
- Maintain confidentiality and handle sensitive financial, payroll, donor, staff, and organizational information with care.

## Qualifications and Experience

The ideal candidate will bring:

### Required:

- Experience with full-cycle bookkeeping.
- Experience with payroll processing.
- Strong knowledge of bookkeeping principles, reconciliations, accounts payable, accounts receivable, and financial recordkeeping.
- Experience with Xero or a similar cloud-based accounting system.
- Strong attention to detail and accuracy.
- Good organizational skills and comfort maintaining digital filing systems.
- Ability to work independently while communicating proactively.
- Discretion and sound judgment with confidential information.
- Comfort working with Google Workspace, including Gmail, Google Drive, Sheets, and shared folders.

### Preferred/Assets:

- Experience with PayWorks or similar payroll software.
- Experience with non-profit, charity, or fund accounting.
- Experience tracking restricted grants and preparing funder financial reports.
- Familiarity with CRA remittances, GST, WorkSafeBC, BC Gaming reporting, and charity return support.
- Formal training or coursework in bookkeeping, accounting, payroll, or business administration.



## Position Details

This is a part-time employee position of 12-15 hours per week. The schedule will be agreed upon with the Executive Director. This is a hybrid position based in Sechelt, BC. The Bookkeeper is required to work in the office at least one day per week. The remaining weekly hours may be worked remotely, although preference will be given to candidates who are available to work primarily or fully from the office.

Flexibility may be required around payroll deadlines, month-end, year-end, grant reporting deadlines, and Board or Finance Committee reporting cycles.

A satisfactory Criminal record check, appropriate to the role and the populations served by the organization, is required as a condition of employment.

## Compensation

Compensation will be paid through payroll, with statutory deductions and applicable employment standards entitlements. In British Columbia, employment standards set minimum requirements for wages, payment, compensation, and working conditions. Employees in B.C. also earn vacation entitlement, with vacation pay starting after five calendar days of employment at a minimum of 4 percent of total wages, increasing to 6 percent after one full year.

## How to Apply

Interested applicants are invited to submit a resume and brief cover letter outlining their bookkeeping experience, experience with non-profit or fund accounting, and availability for part-time work to [hr@resourcecentre.ca](mailto:hr@resourcecentre.ca).

We are committed to ensuring our application process is accessible to all candidates. If you require accommodations during any part of the application process, please contact [hr@resourcecentre.ca](mailto:hr@resourcecentre.ca)

We are an equal opportunity employer and do not discriminate on the basis of age, race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status or disability status.