



Provincial Respiratory Outreach Program • prop@technologyforliving.org • 1.866.326.1245
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Part-time Financial Officer

THE OPPORTUNITY:

Technology for Living is in search of a performance driven and compassionate individual who would like to use their financial knowledge and experience to assist the Executive Director in the overall financial operations and reporting tasks.

This position is a part-time (12 hours per week) supportive role for a 1-year contract, with the possibility of an extension based on performance and organizational need.

This position is available immediately.

THE COMPANY:

Technology for Independent Living (TIL) is a non-profit organization that has served people with disabilities for the past 50 years. We offer programs that provides, installs and services Assistive Technology and Home Automation for people living with physical disabilities in British Columbia. Staff love working at Technology for Living as they are offered:

- Flexible and casual work environment
- Autonomy to design their work day and week
- Competitive salary and benefits

THE POSITION:

Key responsibilities of the Financial Officer position include: working with the Executive Director on Budget preparations; reviewing the VCH semi-annual reports; assisting with reports such as the MPP end of year reports; following up with our accountant on errors in accounting and payroll; giving suggestions on the overall smooth functioning of the organizations accounts receivables and payables; developing and maintaining efficient financial systems; working with the ED ensuring adequate support for staff as it relates to expenses, payroll and benefits.

REQUIRED SKILLS & COMPETENCIES:

- Completed post-secondary education with a business and/or financial focus
- Minimum of 3-years' work experience with financial systems
- Knowledge of computer application programs, including quick books, Excel
- Demonstrates confident and solid verbal and written communication skills in the English language including the ability to effectively communicate financial data to non-financial staff
- Ability to think analytically and use sound judgment
- Strong interpersonal skills: ability to interact/communicate effectively and empathetically with the with Accountant, Financial Clerk, co-workers, and other professionals in a respectful, courteous and empathetic manner.
- Creative thinker with an interest to introduce new initiatives that will support the staff at TFL.
- Canadian citizen or permanent resident
- Experience in a non-profit organization is an asset
- Successful applicant must pass BC Criminal Records Check

HOW TO APPLY:

Application Deadline: February 19, 2021

Please apply by responding to this ad. **No phone calls or emails please.**

Please send your cover letter and resume, in PDF format. **Include your hourly rate expectation in your cover letter.**

If you are the kind of person who can take direction, work in collaboration within a small office, is personable and professional, has a positive attitude, eager to learn and wants to make an impact, then we want to hear from you.

Thank you in advance for your interest and application. Only those short-listed for an interview will be contacted.