

Financial Officer – Volunteer Role

ACCOUNTING/BOOKKEEPING SERVICES

Pacific Peoples' Partnership (PPP) is looking for an accounting/bookkeeping firm or qualified individual to perform volunteer bookkeeping services beginning approximately mid-January 2022.

We're seeking someone who will bring their financial expertise to our small team, and who will thrive in this volunteer opportunity to use their skills to strengthen the sustainability of an organization with a longstanding history of impact and effectiveness. Our team is a diverse, critically engaged group that works to (un)learn together, and strives to work in a good way.

This role will require approximately 10-20 hours a month, and can be done largely from a home office.

While this role will begin as a volunteer role, the hope is that with the right team or individual and funding, this would become a longer term paid contract position.

Background Information

Based on Lekwungen territory (Victoria, BC), Pacific Peoples' Partnership (PPP) is Canada's only non-profit, social justice organization devoted exclusively to working in solidarity with peoples' of the South Pacific and with Indigenous peoples in Canada to promote their aspirations for peace, justice, environmental sustainability and community development. We have been working in solidarity for over 45 years, and are proud to continue our tradition of working in a good way. Main activities include connecting peoples for knowledge and cultural exchange, capacity building, and public engagement in Canada.

Learn more at: www.pacificpeoplespartnership.org.

Scope of Accounting Services

PPP is looking for volunteer financial officer / bookkeeping services from mid-January 2022 through to June 30 2022 (fiscal year end), with the opportunity to explore other opportunities after June 30th, funding permitting.

The scope of accounting services will consist of the following:

- Post all cash receipt and disbursement transactions to books of original entry maintained by the volunteer bookkeeper using accounting software (software to be approved jointly by PPP and the volunteer bookkeeper);
- Prepare quarterly financial reports detailing all operating revenues, expenditures, and other fund balance transactions of PPP, and deliver them electronically to PPP staff and the Treasurer prior to the quarterly Board meetings. This includes providing quarterly profit and loss statements, a balance sheet and budget to actuals statement;
- Prepare financial snapshots upon request via email;
- Reconcile all PPP bank accounts;

- Attend PPP Board meetings as requested;
- Provide guidance and oversight to ensure PPP's compliance with CRA (non-profit, charitable and International development) rules and standards;
- Process payroll cheques for staff, maintaining and reporting on all required documentation to meet all federal, provincial regulations and provide year end reporting for each staff member in compliance with said regulations. This includes preparing monthly payments/deductions for payroll payable to the Receiver General;
- Track, monitor and compile necessary CRA paperwork and their corresponding due dates. This includes submitting an annual charity return and completing necessary paperwork and forwarding to PPP Treasurer for signatures well in advance of their due dates;
- Maintain adequately-detailed fund accounting records such that discrete reports for each funding source (ie. Grants), program, or project can be produced on a regular basis. Work with assigned staff to ensure all reporting deadlines are clearly identified and reports meet the requirements of each funding source, program or project;
- Prepare, with designated staff, annual budget to be submitted to the Board of Directors for approval;
- Assist designated staff with budgeting and expense reporting for projects and proposals (approx. 4-8 a year); and
- Prepare all financial documents required for the annual audit or audit review.

Qualifications

The applicant must demonstrate the capability to perform the above stated accounting services in accordance with generally accepted accounting principles and other procedures as required by the CRA, the Province of British Columbia and PPP.

Interested? Want to learn more?

Please connect with Rachel at rachel@pacificpeoplespartnership.org.

If applying for this role, please include a CV with relevant experience and a brief cover letter sharing why you feel like you're a great fit for this role. Applications will be accepted on a rolling basis, with the position open until it is filled.

If you're not sure if you're the right fit for this role, but this opportunity and / or our organization is of interest- please connect! We're always interested in connecting with good folks doing good work in a good way.