

Overall Purpose:

Power To Be is a non-profit organisation that creates access to nature for youth, families, and adults living with cognitive, physical, financial, and social barriers. We support the discovery of limitless abilities through nature-based programs. Working for Power To Be is an opportunity to be part of impactful and lasting societal change.

The Director of Finance plays a key role in advancing Power To Be’s mission by ensuring financial systems, reporting, and controls are accurate, timely, and trusted. This part-time, fixed-term position (July 2026–January 2028) provides leadership across accounting operations, budgeting, financial strategy, and compliance. Reporting to the Co-CEOs, the Director of Finance partners closely with the Leadership Team and Board to strengthen financial insight, risk management, and decision-making.

Our Commitment to Inclusion

We are committed to equity, diversity, inclusion, and belonging. We actively encourage applications from historically underrepresented groups and strive to create a workplace that reflects the communities we serve. We want all staff to feel safe, respected, and supported.

If you require any accommodations in the application process, please reach out to Tamara Monod, People & Culture Advisor, at tmonod@powertobe.ca

KEY RESPONSIBILITIES:

Financial Leadership & Stewardship

- Provide strategic leadership over the organization’s financial management, ensuring the integrity, accuracy, and reliability of financial reporting and decision-making
- Lead oversight of accounting operations, including general ledger, accounts payable and receivable, payroll, and month-end and year-end close processes
- Ensure timely preparation and review of monthly, quarterly, and annual financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO)
- Oversee cash-flow planning, forecasting, and liquidity management to support operational stability and long-term sustainability
- Lead the annual audit process and act as the primary liaison with auditors; ensure timely completion of audit deliverables and recommendations

- Prepare and present financial reporting and analysis for the Board of Directors and the Audit & Finance Committee
- Develop, maintain, and periodically review financial policies, procedures, and internal controls to mitigate risk and strengthen governance
- Ensure compliance with all applicable regulatory, government, and statutory reporting requirements, including CRA and Income Tax Act obligations
- Partner with the Co-CEOs to support complex accounting matters, financial risk assessment, and strategic financial decisions
- In collaboration with the Head of Grants & Impact, provide financial oversight and guidance related to grant compliance and reporting

Budgeting, Planning, & Decision Support

- Lead the development of the annual operating and capital budgets in collaboration with the Leadership Team and Co-CEOs
- Oversee forecasting and reforecasting processes to support informed planning and responsiveness to changing conditions
- Provide financial analysis, insights, and recommendations to support organizational priorities, resource allocation, and strategic initiatives
- Strengthen financial literacy across the organization by supporting leaders and staff in understanding financial information and implications for their work

Management, Leadership & Culture

- Provide leadership, coaching, and oversight to finance staff and volunteers, fostering accountability, professional development, and alignment with organizational values
- Set clear expectations, performance goals, and priorities for the finance function; provide regular feedback and support continuous improvement
- Build a collaborative, respectful, and inclusive team culture that reflects Power To Be's commitment to equity, diversity, and belonging
- Serve as a trusted advisor and role model, demonstrating integrity, sound judgment, and alignment with legislation, policies, and organizational values
- Integrate risk management into financial and organizational planning, supporting proactive identification and mitigation of risks
- Contribute as an active member of the Leadership Team, supporting organizational change, continuity, and resilience during periods of transition
- Serve as a resource to the Board of Directors and related committees
- Provide leadership on relevant policies, procedures, goals, industry standards, and legislation
- Adhere to the Participant Protection Policy and champion this effort across the organization

Organizational Operations & Governance Support

- Support effective organizational operations by ensuring strong financial controls, timely administrative processes, and stewardship of organizational resources
- Serve as a financial resource to the Board of Directors and committees, as appropriate
- Support the development, implementation, and review of financial, operational, and risk-related policies and procedures
- Use technology and systems strategically to improve efficiency, accuracy, and workflow effectiveness while maintaining privacy and data security standard
- Participate in organizational events and programs as part of leadership presence and connection to mission, including participating in a Power To Be program once per quarter
- Act in accordance with brand standards, the donor recognition policy, and related guidelines
- Help cultivate a positive reputation for Power To Be by communicating in alignment with organizational values
- Support community and fundraising events through financial planning, reporting, or on-site support as required
- Participate in a Power To Be program once per quarter

Perform other related duties, as required.

Working Conditions:

This position is primarily a sedentary, desk based role performed in the office. The majority of the work is completed while at a computer, requiring long periods of sitting or standing, computer use, keyboarding, and use of a monitor. Reasonable accommodations are always available to meet employee needs. This position may involve occasional evening and weekend commitments.

Knowledge

- CPA designation (or equivalent combination of education and senior-level experience)
- Senior experience leading full-cycle accounting (A/P, A/R, G/L, payroll; month-end/year-end close)
- Experience with budgeting, forecasting/reforecasting, and cash-flow management
- Experience coordinating an annual audit and preparing Board/Audit & Finance reporting
- Working knowledge of ASNPO and CRA/Income Tax Act requirements relevant to not-for-profits

Skills

- Clear, confident communicator who can translate financial information for non-finance audiences
- Collaborative relationship-builder who partners well across departments
- High integrity, discretion, and sound judgment

- Organized, detail-oriented, and deadline-driven
- Coaching/mentoring mindset with strong people-leadership skills
- Solutions-focused and adaptable

Abilities

- Ability to thrive in a fast-paced environment with competing priorities
- Ability to manage multiple deadlines while maintaining accuracy and quality
- Ability to work independently, take initiative, and escalate appropriately when needed
- Ability to analyze complex information, identify risk/trends, and recommend practical actions

Requirements:

- As per the Ministry of Justice requirements for organizations that work with vulnerable populations, a clear Criminal Record Check (CRC) and Criminal Record Review Act Check (CRRRA) will be required
- CPA designation (minimum 2 years post designation or equivalent experience)
- 2+ years management experience at a supervisory level with budget and staff oversight
- Experience with cloud-based bookkeeping/accounting software like Xero
- Strong Excel skills
- Proof of full vaccination against Covid-19 required.

Assets:

- Experience with Salesforce and/or Xero
- Experience within a non-profit organizations and the Canadian Accounting Standards for Not for Profit Organizations
- Demonstrated leadership background, with the ability to communicate financial information and to influence positive change
- Experience with Financial Statement Audit
- Strategic thinker, with the ability to be creative and to think outside the box
- Success in seeing beyond the numbers, identifying trends and new possibilities.

Terms of Employment

Location: 4633 Prospect Lake Road

Position: Director of Finance

Reports to: Co-CEO's

Hours: 30 hours per week

Term: July 2026 – January 2028

Compensation: \$75,000-85,000

Total Compensation: Opportunities for professional and personal development, comprehensive annual training, 3 weeks of vacation to start, paid annual winter closure (2 weeks), flexible work



JOB DESCRIPTION
DIRECTOR OF FINANCE

schedule, access to outdoor equipment and pro gear discounts, and flexibility to follow your passions that support our work and workplace culture.

How to Apply: Please visit the [Power To Be Careers page](#) to see the full job description.

Applications can be submitted [Here](#).

We practice open till filled recruitment; the review of candidates will start immediately. Only candidates shortlisted for the next steps will be contacted.

Director of Finance

Part-time | Fixed-term (July 2026 – January 2028) | Victoria, BC

Finance with Purpose. Leadership with Impact.

At Power To Be, we believe nature is a powerful equaliser. We create access to the outdoors for youth, families, and adults living with cognitive, physical, financial, and social barriers—supporting people to discover their limitless abilities.

We're looking for a **Director of Finance** who brings strong financial leadership *and* a heart for purpose-driven work. This is a unique opportunity to steward our financial health while helping an organization create lasting social change.

Why This Role Matters

As Director of Finance, you'll be a strategic partner to our Co-CEOs, Leadership Team, and Board, ensuring our financial systems are trusted, transparent, and resilient. Your work will strengthen decision-making, safeguard resources, and support the long-term sustainability of programs that change lives—outdoors.

This 30-hour/week, fixed-term role is ideal for a seasoned finance leader who values flexibility, impact, and collaboration.

What You'll Be Doing

Financial Leadership & Stewardship

- Lead accounting operations end-to-end (G/L, A/P, A/R, payroll, month-end & year-end close)
- Ensure accurate, timely financial reporting in accordance with ASNPO
- Oversee cash-flow planning, forecasting, and financial risk management
- Lead the annual audit and serve as primary liaison with auditors
- Prepare and present clear, insightful financial reports to the Board and Audit & Finance Committee
- Strengthen internal controls, policies, and compliance (CRA, Income Tax Act)
- Partner with the Co-CEOs on strategic financial decisions and complex accounting matters

- Support grant compliance and reporting alongside the Head of Grants & Impact

Budgeting, Planning & Decision Support

- Lead the annual operating and capital budget process
- Provide forecasts, scenario analysis, and actionable financial insights
- Help leaders across the organization build confidence and financial literacy

Leadership, Culture & Governance

- Coach and mentor finance staff and volunteers
- Build a collaborative, inclusive team culture rooted in Power To Be's values
- Integrate risk management into planning and organizational decision-making
- Act as a trusted advisor to leadership and the Board
- Champion participant safety and ethical stewardship of resources

Connection to Mission

- Participate in a Power To Be program once per quarter
- Support community and fundraising events through financial planning or on-site presence
- Help cultivate a strong, values-aligned reputation for Power To Be

You Might Be a Great Fit If You Bring

Required Qualifications & Experience

- CPA designation with a minimum of 2 years post-designation experience (or an equivalent combination of education and senior-level experience)
- Senior-level experience leading full-cycle accounting, including A/P, A/R, G/L, payroll, and month-end/year-end close
- Experience developing and managing budgets, forecasts, and cash-flow planning
- Direct experience leading an annual financial statement audit and preparing materials for Boards and Audit & Finance Committees
- Working knowledge of Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO) and CRA/Income Tax Act requirements
- At least 2 years of people-management experience with responsibility for staff oversight and departmental budgets

- Strong proficiency with Excel and comfort working in cloud-based accounting systems (e.g., Xero)

Core Skills & Competencies

- Ability to translate complex financial information into clear, practical insights for non-finance audiences
- Strong organizational skills, attention to detail, and ability to manage competing deadlines
- Proven judgment, discretion, and integrity when handling sensitive financial information
- Collaborative approach and ability to partner effectively across departments and with governance bodies
- A coaching-oriented leadership style that supports learning, accountability, and continuous improvement
- Analytical mindset with the ability to assess risk, identify trends, and recommend actionable solutions

Additional Assets (Nice to Have)

- Experience working in the non-profit or charitable sector
- Familiarity with Salesforce or integrated finance-to-fundraising systems
- Demonstrated ability to think strategically, seeing beyond the numbers to organizational impact and opportunity
- Experience supporting organizational change or transition

Terms of Employment

- **Location:** 4633 Prospect Lake Road, Victoria, BC
- **Hours:** 30 hours per week
- **Term:** July 2026 – January 2028
- **Salary range:** \$75,000–\$85,000 (pro-rated)
- **Reports to:** Co-CEOs

Total Rewards Include:

- ✦ 3 weeks' vacation to start
- ✦ Paid annual winter closure (2 weeks)
- ✦ Flexible work schedule
- ✦ Professional development & annual training
- ✦ Access to outdoor equipment & pro-deals
- ✦ A workplace that encourages bringing your whole self—and your passions—to work

Our Commitment to Inclusion

Power To Be is committed to equity, diversity, inclusion, and belonging. We actively encourage applications from people who have been historically underrepresented and strive to create a workplace that reflects the communities we serve.

Accommodation requests are welcome—please contact Tamara Monod, People & Culture Advisor, at tmonod@powertobe.ca.

How to Apply

Visit the [Power To Be Careers](#) page to view the full job description and submit your application.

We practice open-until-filled recruitment, with reviews beginning immediately. Only shortlisted candidates will be contacted.