

About Us:

For nearly 100 years, Children's Health Foundation of Vancouver Island has supported Island kids and youth with complex health needs. We know that thousands of Island families need to travel far from home to get health care for their kids. Our work focuses on supporting the health journeys of these families by reducing barriers to accessing care.

Our Homes Away from Home – Jeneece Place in Victoria and Qwalayu House in Campbell River – provide welcoming, affordable accommodation just steps away from major hospitals, where out-of-town families can stay-close to their child when they need health care. Our Bear Essentials program supports families with the cost of health-related travel and specialized equipment for their kids.

The Foundation's work is funded entirely by donors. Learn more and get involved at islandkidsfirst.com.

VISION

All Island kids have access to the healthcare they need.

MISSION

Invest in the health of children and their families.

Why Us:

The work you do with the Foundation will have a direct and positive impact on children and families on Vancouver Island and surrounding islands. The Foundation believes in providing its employees with a respectful and inspiring workplace and offers competitive salaries and comprehensive employer paid extended health and dental benefits for this role.

Make a Meaningful Difference – Every Day

We are seeking a collaborative and highly organized Finance Officer to provide reliable day-to-day financial administrative support within a mission-driven Foundation environment. Reporting to the Director of Finance, Operations & IT, this role plays an important part in ensuring financial transactions, reconciliations, reporting, and internal processes are completed accurately, efficiently, and on time.

The ideal candidate brings strong attention to detail, sound judgment, a proactive approach to problem solving, and experience supporting accounting activities such as payables, receivables, reconciliations, journal entries, financial reporting, and audit preparation. This is an excellent opportunity for someone who enjoys working with numbers, improving processes, protecting confidentiality, and contributing to a team that values accountability, collaboration, and continuous improvement.

In this role, you will:

- Support accurate coding and entering of donations, invoices, payments, expense reports, corporate credit cards, and banking activity.
- Prepare monthly and quarterly reconciliations, adjustments, journal entries, and internal financial reports.
- Assist with GST/PST returns, audit documentation, property-related accounting, and finance projects.
- Work closely with colleagues across the Foundation while helping maintain strong financial controls and reliable records.

You will be a strong fit if you are detail-oriented, analytical, comfortable managing multiple priorities, and confident using financial systems and Microsoft Office, including intermediate Excel. Experience in a non-profit environment, restricted fund accounting, Microsoft Dynamics GP, Raiser's Edge, and familiarity with CRA guidelines for registered charities are considered assets.

Responsibilities

- Prepare and/or verify daily bank deposits
- Accurately code and enter donation revenue, invoices, employee expense reports, and corporate credit cards
- Issue cheques, EFT payments and/or email payments and record pre-authorized payments

Finance Officer – Job Posting Regular Part-time (0.80 FTE)

- Prepare monthly and quarterly banking and GL account reconciliations (such as prepaid expenses, accrued liabilities, cash clearing, and miscellaneous receivables) and process journal entries
- Prepare and enter monthly adjustments such as payroll, amortization, and investments
- Reconcile program spending between systems
- Preparation and analysis of monthly, quarterly, and annual internal financial statements
- Provide support with accounting for the Foundation's properties including recording billing for our Home Away From Homes and monitoring collection of third-party receivables.
- Preparation of GST and PST returns
- Compile documents as required by auditors
- Assist with reviewing and developing processes and procedures
- Provide support for special projects
- Filing and other administrative duties as required

Core Competencies

- Communication *(The ability to share information in an effective and collaborative manner.)*
- Interpersonal skills *(Qualities and abilities to work effectively with others.)*
- Open-mindedness *(The quality of being willing to consider ideas and opinions that are new or different to one's own.)*
- Accountability *(Accepts responsibility for successfully accomplishing work objectives and delivering business results.)*

Required Skills & Experience

- Detail-oriented with a high degree of accuracy
- Critical eye and strong analytical and problem-solving skills
- Ability to organize and prioritize workload, managing multiple tasks with tight timelines in a busy work environment
- Demonstrated experience processing financial transactions such as payables and receivables, and preparing bank and GL account reconciliations
- Quick learner with a high degree of comfort using business software applications
- Proficiency in financial accounting and reporting systems, as well as Microsoft Office with minimum intermediate level Excel skills
- Knowledge of recording realized and unrealized investment gains and losses
- Knowledge of restricted fund accounting is strongly preferred

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- Experience with Microsoft Dynamics GP and/or Raiser's Edge is an asset
- Experience working in a non-profit organization and familiarity with Canada Revenue Agency's guidelines for Registered Charities is preferred

Qualifications & Education

- Post-secondary accounting courses or certification in accounting
- Minimum three years' related experience

Application and selection process

To apply: submit your application to <https://chfvicareers.easyapply.co>.

Deadline: All submissions should be received by **August 18th, 2026**.

Compensation, perquisites and flexible hours: benefits for this opportunity include extended health and dental coverage, long term disability, accidental death and dismemberment, group life insurance, health spending account and municipal pension plan. We offer four weeks' vacation and 18 days (pro-rated based on FTE) of paid sick/caring for family leave. The Foundation offers a hybrid work model. The compensation range for this role is between \$42,310 and \$63,464 annually. There is flexibility within this range based on experience.

Equity: The Foundation welcomes applications from all qualified individuals, including, but not limited to, persons with disabilities; racialized persons; First Nations, Inuit, and Métis; and persons of any gender identity and sexual orientation. The Foundation is committed to providing an inclusive and barrier-free recruitment process and work environment.