

CONTRACTOR JOB POSTING

FINANCE MANAGER

Contract: 25 hrs per week
Wage: \$46.15 - \$52.31 per hour
Location: Nelson, BC/ hybrid

The Finance Manager plans, organizes, controls, manages and directs the provision of financial management services for Kootenay Kids Society. The Finance Manager is tasked with overseeing all financial activities including payroll, accounting, reporting, budgeting, managing risk, and improving financial processes whilst remaining compliant with all laws and company policies. The Finance Manager will have high ethics, integrity, and accountability.

The Ideal Candidate will:

- Possess good fundamental understanding in all facets of accounting; be proficient in; computerized bookkeeping systems, QuickBooks, online Payroll systems, Microsoft Office, and other accounting software.
- Have experience with Accounts Receivable, Accounts Payable, Payroll, Employment Deductions, Financial Statements and Ministry contract reporting.
- Support the Executive Director in the annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes.
- Coordinate and lead the annual audit process.
- Prepare financial statements, estimates, summaries, financial analyses, management reports and accounting-related processes. Analyze statements and cost control reports.
- Have experience in developing, implementing, evaluating, and continuously improving the effectiveness of financial and administration systems.
- Manage and oversee Payroll Process and all related functions
- Provide regular supervision and support of the Finance Officer.
- Must be able to manage and review a busy bookkeeping function, ensuring accuracy, timeliness, and strong internal controls.
- Have a familiarity with a unionized work environment
- Ability to communicate effectively both verbally and in writing and to work collaboratively in a team.

Essential Qualifications:

- Degree or Diploma in Business Administration
- Minimum 5 years' recent experience in financial (accounting and bookkeeping) and administration management, preferably in the not for profit/charitable sector.
- 2 years' experience in QuickBooks and O365

How to Apply

Please send your resume and cover letter to operations@kootenaykids.ca by **5pm on 14th May 2026**. We thank all applicants for their interest, and we will be in touch if you are selected for an interview. Remote work possibilities will be considered for the right candidate. Initially, this is a 6-month contract with the possibility of extension based on organizational needs. If you are selected for this position, we will require your consent to a criminal record check.

Kootenay Kids Society is a multi-service Non-profit with a 50-year history of supporting families and young children in the Nelson area. We operate multiple programs with over 50 staff and four locations in Nelson. Funded largely by government contracts, we deliver a wide range of programs and services including licensed childcare, Indigenous family programs, resources for childcare providers, physiotherapy and occupational therapy for young children, parent education programs, and opportunities for families to meet socially and connect with each other. We are unionized through the British Columbia Government and Service Employees' Union.

Kootenay Kids Society strives to create an environment that celebrates diversity, fosters a culture of inclusion for all and empowers underrepresented voices. As part of our commitment to equity, diversity and inclusion, we encourage applications from diverse backgrounds to apply. Kootenay Kids Society will consider all qualified applicants and make decisions that are based on skill and ability.