

FINANCE COORDINATOR

Salary Range: \$65,000 to \$85,000 FTE

Work Hours: 0.6 FTE

GENERAL INFORMATION

Department: Finance
Reports To: Senior Manager, Accounting & Payroll (day-to-day)
Director, Investments & Banking

POSITION SUMMARY

The Finance Coordinator provides day-to-day financial administration and coordination support to the Finance and Investment functions. This role is responsible for maintaining accurate financial records, supporting accounts payable and receivable processes, credit card and expense administration, payroll support, and assisting with financial reporting and committee coordination.

The Finance Coordinator plays a key role in ensuring continuity, accuracy, and operational efficiency, particularly during peak periods such as board cycles, quarter-end, year-end, and budgeting processes.

This role provides administrative, coordination, and preparatory support to the Senior Manager, Accounting & Payroll and the Director, Investments & Banking. Accountability for accounting, payroll, budgeting, financial reporting, audit, and regulatory compliance remains with those senior roles.

ABOUT US

The Real Estate Foundation of BC (REFBC) is a philanthropic organization that works to advance sustainable, equitable, and socially-just land use and real estate practices across what's known as British Columbia. We do this by funding projects, connecting with people, and sharing knowledge. We are committed to equity, transparency, and strong stewardship of financial resources. We value collaboration, accountability, and thoughtful relationships with the communities and partners we serve.

The Foundation believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. To learn more about REFBC, please check out www.refbc.ca.

ABOUT YOU

You are detail-oriented, organized, and reliable, with a strong interest in financial administration and nonprofit operations. You enjoy supporting teams by keeping systems organized, deadlines on track, and financial information accurate.

You are comfortable working with numbers, systems, and processes, and you take pride in being dependable and steady, particularly during busy or deadline-driven periods. You understand the importance of confidentiality, accuracy, and clear communication, and you enjoy being a behind-the-scenes contributor to a well-functioning organization.

KEY RESPONSIBILITIES

- Provide day-to-day financial administration and coordination support to Finance and Investment functions.
- Assist with financial transactions, recordkeeping, reconciliations, and documentation.
- Assist with accounts payable and receivable, including invoices, expenses, and payment processing.
- Support payroll and benefits administration and related recordkeeping.
- Provide administrative and coordination support for Finance, Investment, and Audit Committees.
- Assist with financial reporting, audit preparation, and board-related financial cycles.
- Support continuity and accuracy during peak periods such as quarter-end, year-end, and budgeting.

KNOWLEDGE, SKILLS, & EXPERIENCE

- Diploma or certificate in accounting, bookkeeping, finance, or a related field.
- Experience in a finance, payroll, bookkeeping, and an administrative coordination role.
- Working knowledge of payroll processes and basic accounting principles.
- Strong attention to detail and a high level of accuracy.
- Ability to manage multiple deadlines and priorities.
- Strong organizational, communication, and documentation skills.
- Demonstrated ability to handle confidential information with discretion.
- Drafting meeting agendas, taking minutes.

WORKING CONDITIONS

- This position is a three day a week position with options to develop an agreed-upon hybrid office/remote work schedule. This translates to 7.5 working hours per workday, on average 22.5 hours per week.
- Ability to work a hybrid schedule between home and our offices in downtown Vancouver.
- The role primarily involves sitting or standing at a desk using a computer.

HOW TO APPLY

Send us your resume and cover letter telling us:

- A bit about who you are.
- Why the position is of interest to you?

- About your work history, volunteer work or community contribution. How will this translate to being successful in this role?

Please include **Finance Coordinator** in the subject line and send your resume and cover letter by email to careers@refbc.ca.

THE APPLICATION DEADLINE IS MONDAY, JUNE 22ND AT 5:00 P.M.

We strongly encourage applications from candidates with diverse backgrounds. We encourage, though don't require, applicants who identify as First Nations and/or as a member of equity-deserving groups to indicate so in their cover letter.