

Overall Purpose: Power To Be is a non-profit organization 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. We are on the verge of opening a purpose-built, lake-front facility, designed with intention and holding at the center our values of inclusion, the environment, and community. This is an opportunity to be part of impactful and lasting societal change.

This dynamic role will support the internal operations of our mission by assisting our finance team with core areas of our general bookkeeping tasks. We are seeking a detail-oriented individual with the flexibility to support on a casual basis and an interest in non-profit bookkeeping.

SPECIFIC ROLE RESPONSIBILITIES AS NEEDED:

Bookkeeping and Finance:

- Utilize Power To Be's bookkeeping system to assist with posting expenses and payables.
- Assist with the staff Visa receipt and reconciliation process.
- Provide assistance with year-end file preparation and reconciliation support where required.
- Provide administrative support such as receipt organization and electronic filing.
- Support with other various tasks in support of the Finance department.
- Be in regular communication with the Power To Be Finance Coordinator and Bookkeeper.
- Assist as needed to ensure that all bookkeeping is accurate, up to date and organized.
- Participate in internal reporting functions and processes as required.
- Follow all standard operating procedures, policies, and departmental guidelines.
- Adhere to Financial Controls, Income Tax Act, CRA guidelines and related standards
- Understand, and implement proper fiscal controls as needed.

People

- Be a support to staff, volunteers and stakeholders; assist staff with their responsibilities in their absence as required.
- Contribute to a positive and dynamic working culture.
- Understand and follow the Volunteer Handbook, Participant Protection Policies, *Power To Be* Code of Conduct and all Power To Be policies with an emphasis on privacy.
- Support workplace safety, wellness and security.

Perform other related duties, as required, and interested

Particular Working Conditions: This is an on-call casual position during normal business hours (days and times to be determined). Our office is in a rural area with no public transportation, volunteers must have their own means of transportation. In consideration of the mission we serve, it is preferred that the Bookkeeping Volunteer enjoys an active lifestyle and has aligning values with Power To Be.

Role Requirements:

- Personable, organized, and able to work well in a team environment
- Demonstrated competency with MS Office Suite with intermediate level Excel skills or higher.
- Related work or educational experience in bookkeeping and/or finance
- Perform general accounting duties with attention to detail and awareness of timelines.
- Ability to handle confidential information professionally and with discretion.
- Provide proof of full vaccination against Covid-19

As per the Ministry of Justice requirements for organizations that work with vulnerable populations, A Criminal Record Check (CRC) and Criminal Record Review Act Check (CRRRA) will be required.

Assets: Previous experience with non-profit bookkeeping is an asset but not required. Experience with Xero and Adobe would also be advantageous.

Location: Prospect Lake (Victoria, BC)

Terms and hours: Position starting Oct 2022 - As needed casual support, minimum of a 6 month commitment

Reports to: Director of Finance

To Apply: Complete our online application form [here](#) or contact Ashleigh at vicvolunteers@powertobe.ca