

COMMUNITY ENERGY ASSOCIATION
Contract Posting – Part-time Financial Administrator
Closing date: 5:00 pm, Tuesday, September 1, 2009

The Community Energy Association (CEA) is a dynamic charitable non-profit society building awareness of energy sustainability and climate change for local governments throughout British Columbia. We are seeking a competent part-time Financial Administrator preferably based in Metro Vancouver. The primary responsibility for the Financial Administrator is to manage the organization's financial systems, including budgets; quarterly and annual reporting to the Board, project & funder reporting, Charities reporting, cash flow management, invoicing, staff payroll and benefits, and day-to-day operations (i.e. cheque-writing, data entry, bookkeeping, etc.). Depending upon interests, skills and time available, the administrator may also manage other office systems and activities such as filing systems, communication lists and distribution of CEA publications, and may support event management and promotion. We are seeking a highly capable financial administrator with experience in the charitable non-profit sector. This position would ideally suit someone already doing similar work for other charities and seeking additional hours.

DESIRED QUALIFICATIONS:

- Experience leading the full range of financial management activities for a charitable non-profit
- Completed training and high level of competence in financial management and bookkeeping
- Full-cycle bookkeeping experience
- Working knowledge of government policy & regulations related to charitable organizations
- Familiarity with financial reporting requirements of donors and grant funders
- High attention to detail and accuracy
- Excellent organizing abilities
- Good interpersonal skills
- Flexibility in work scheduling
- Independently motivated and team-spirited; ability to work effectively in a dynamic and flexible team environment, with periods of high-pressure activity
- Computer skills: Financial accounting systems (Simply Accounting and/or comparable system), Microsoft Excel and Word
- Other administration experience

ADDITIONAL INFORMATION:

This is a long-term, part-time contract, commencing as soon as possible. Hours are generally 1-4 days per month, but at peak periods may be more. Wages are hourly, commensurate with experience. A home office and a flexible work schedule are possible. The Financial Administrator will work closely with, and report to, the Executive Director.

APPLICATION PROCESS:

Submit a cover letter and resume, including names and contact information for references. In your cover letter please articulate your training and experience relating to the job responsibilities and desired qualifications, and demonstrate how you meet the criteria above.

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Applications must be submitted by email to: applications@communityenergy.bc.ca

Please indicate "Admin Application - [your name]" in the email subject line. Applications will not be accepted by mail or fax.

We thank all applicants for your interest in working with the Community Energy Association. Only those selected for an interview will be contacted. The Community Energy Association reserves the right, at its sole discretion, to make no contract offer as a result of this posting.

ABOUT US: For more information, please visit: www.communityenergy.bc.ca . **No phone calls, please.**