

## Finance & Operations Coordinator

**Organization:** BC Agriculture in the Classroom Foundation

**Reports To:** Executive Director

**Location:** Abbotsford, BC / In-Office

**Employment Type:** Full-Time (37.5 hours/week)

**Salary:** \$45,000 - \$55,000 annually, based on experience

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### About Us

BC Agriculture in the Classroom Foundation (BCAIRC) is a non-profit, charitable organization that works with educators to bring BC agriculture and food education to K-12 students throughout the province. Together with farmers, teachers and agricultural specialists, we educate BC students about where their food comes from, how to grow their own food, and why farms and agriculture play such an important role in our communities and society. We provide a multitude of free, interactive programs and 500+ teacher resources that connect students in BC's public, First Nations, and independent schools to agriculture and healthy eating, ensuring students have access to fresh, local, nutritious foods from BC producers. For more information about BCAIRC, please see our website: [www.bcairc.ca](http://www.bcairc.ca)

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### Position Summary

Reporting to the Executive Director, the Finance & Operations Coordinator plays a central role in the day-to-day financial management and administrative operations of BCAIRC. This new position is responsible for office administration and operational coordination, as well as supporting the contract bookkeeper with finance and full-cycle accounting administration. The ideal candidate is detail-oriented, highly organized and efficient, and comfortable balancing financial accuracy with multi-department coordination in a mission-driven and collaborative team environment.

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### Key Responsibilities

#### 1. Finance Administration & Support

*In collaboration with the contract Bookkeeper...*

- Provide support for full-cycle bookkeeping including accounts payable, accounts receivable, donations, restricted revenues, payroll support, coding, deposits, bank reconciliations and related reporting
- Act as interface between staff team and bookkeeper, ensuring all transactions (revenues & expenses) are coded, documented and filed accurately and in accordance with timelines, procedures and policies
- Perform billing/invoicing and set up payments via established platforms and in accordance with timelines, procedures and policies

- Prepare and maintain internal financial tracking spreadsheets and related processes
- Coordinate bi-weekly and monthly payment and reconciliation processes and documentation for review
- Assist with preparation of monthly, quarterly, and year-end financial reports, annual budgeting, forecasting, and cash-flow monitoring
- Support development of client contracts, invoices, payments and related financial processes
- Support external review engagement and preparation of financial documentation
- Track grants, restricted funds, and project budgets to ensure compliance with donor and regulatory requirements
- Ensure grant funds are received and processed as per fund agreements; liaise with grantors as needed related to invoicing, funds receipt, reporting and recognition
- Process donations, facilitate donor communications and issue charitable tax receipts in accordance with CRA requirements
- Track fundraising revenue and expenses for reporting purposes
- Follow up on outstanding receivables and monitor aging reports, escalating overdue accounts when necessary
- Assist with preparing and processing approved expense claims and vendor payments through online EFT payment system
- Respond to internal and external financial information requests and queries related to payables and receivables
- Maintain accurate financial records and files in accordance with Canadian accounting standards for not-for-profit organizations
- Assist with other financial duties and special projects, as assigned

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## **2. Office Administration, Operations & Governance Support**

- Facilitate day-to-day office operations, supplies, equipment and vendor relationships, supporting internal processes by developing and maintaining administrative procedures
- Provide front line contact including answering phones, taking/distributing messages, processing incoming and outgoing mail, receiving and sending deliveries, and welcoming visitors and guests
- Respond to phone, email, mail, and other enquiries from a variety of sources, providing prompt, professional service with applicable, accurate information or directing to the appropriate source for follow-up

- Facilitate general administrative and workplace office duties including ensuring accurate inventory and tracking of office supplies and program materials and acting as liaison with the property manager/landlord for office maintenance and repairs
- Maintain email, telephone and virtual conferencing systems/services, acting as primary contact with the IT/Managed Services contractor for maintenance and repairs of office equipment and systems
- Maintain and update organizational policies, procedures, and processes. Contribute to identifying, developing and implementing operational policies, procedures and processes.
- Maintain and update organizational filing systems (digital and physical). Organize electronic files ensuring they are secure and accessible/shared to applicable Staff/Board members, as per policies and protocols
- Coordinate and administer contracts, service agreements, and insurance renewals
- Support the development and implementation of the annual Operations Plan and Budget
- Assist in maintaining accurate program participant databases, collecting data, tracking statistics & revenues and providing related reports and updates
- Provide administrative and logistical support for programs, workshops, and events including registrations, materials, supplies, vendors, scheduling and related communications
- Assist in the preparation and distribution of documents, communications and reports for program participation and related outcomes
- Assist with campaigns, appeals, sponsorships and related activities and events
- Assist in the preparation of grant applications, tracking, reports, and fundraising materials
- Maintain accurate and timely donor and partner records in the donor management system
- Provide support for donor and partner stewardship activities including preparing communications, materials and reports
- Support HR administration including onboarding and offboarding documentation, maintenance of handbooks, policies, procedures, timesheets, vacation & sick time tracking, employee records and benefits administration
- Assist with Team meeting logistics, including scheduling, agendas, materials, minutes preparation & distribution, action item tracking and other related duties
- Update Team and Board calendars with meetings, events, special days, group tasks, deadlines and other important occurrences
- Provide administrative support to the Executive Director and Board of Directors
- Assist with Board and Committee meeting logistics, including scheduling, agendas, materials & reports, minutes preparation & distribution, action item tracking and other related duties

- Maintain and update the cloud-based Board portal, Board Policy Handbook and related policies and governance documents.
  - Maintain confidential files, records and contact information with discretion, diplomacy and accuracy
  - Ensure compliance with federal and provincial nonprofit and charitable regulations
  - Assist with other operational & governance duties and special projects, as assigned
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## **Qualifications & Skills**

### **Education & Experience**

- Degree, Diploma or Certificate in Accounting, Finance, Business Administration, or a related field is preferred
- 2–5 years of experience in bookkeeping, financial administration, or operations with a Canadian nonprofit or charitable organization
- Experience supporting Boards, Committees and senior leadership in a provincial nonprofit organization is considered an asset

### **Technical Skills**

- Strong Microsoft Office skills, including Excel, Word & Outlook
- Proficiency in accounting software (e.g., QuickBooks, Sage, or similar)
- Experience with financial tracking tools and other cloud-based systems including Canva
- Familiarity with CRM or donor management systems is an asset (ie: Donor Perfect)

### **Core Competencies**

- Self-directed and organized with excellent time management skills and ability to multitask while managing competing demands and deadlines
- Strong attention to detail with a high level of accuracy when preparing and entering financial information and constituent data
- Ability to manage a diverse workflow and work with minimal supervision, complying with policies and following processes
- Excellent interpersonal, verbal and written communication skills, with a focus on exceptional customer service
- Demonstrated ability to work effectively with a broad range of stakeholders including donors, partners, Board members, volunteers, clients, vendors and staff
- Strong analytical and problem-solving skills with ability to interpret and synthesize financial data and related information for concise reporting

- Demonstrates initiative, results-oriented, excellent work ethic, positive, solutions-based attitude, reliable and dependable
  - Excellent project management skills with the ability to track deadlines and coordinate multiple simultaneous initiatives
  - Flexible, able to adapt to change and perform other duties as required
  - Demonstrated ability to work independently, exercise sound judgment, and handle sensitive information with professionalism and discretion, both internally and externally
  - High level of integrity, accountability and ability to ensure confidentiality is maintained
  - Collaborative, adaptable, and mission-aligned self-starter
  - Commitment to and a passion for the mission of BCAITC
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### **Working Conditions and Requirements**

- Must be prepared to work in-person in an office environment located in Abbotsford, BC. (Occasional opportunity to work remotely may be available, depending on organizational needs)
  - Must be available to work occasional evenings and weekends to support meetings, events and activities
  - Must have physical ability to move supplies and provide support for program and event set up and take down
  - Must be eligible to work in Canada
  - Must have a valid driver's license and regular access to a vehicle
  - Must reinforce and model a culture of equity, diversity and inclusion in all work-related activities interactions and communications
  - Must represent BCAITC in a professional manner at all times
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### **What We Offer**

- Salary range: \$45,000 - \$55,000 per annum to start, commensurate with experience
- Comprehensive benefits package including extended health and dental
- Generous paid time off, including:
  - Five days paid vacation in the first year, then as per Vacation Policy
  - Paid office closure over winter break
  - Paid time off over Spring Break, commensurate with organizational requirements
  - Five paid sick days per year

- All BC Statutory Holidays
  - Access to professional development opportunities
  - Supportive, collaborative work environment with regular team-building activities
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### How to Apply

Qualified candidates are invited to submit a résumé and cover letter detailing your interest and outlining relevant experience and qualifications **as soon as possible** to **info@aitc.ca**. Please put **“Finance & Operations Coordinator”** in the subject line; attachments must be in pdf format.

Interviews will be conducted on a rolling basis with position to commence as soon as possible, so prompt submission is *highly recommended*. Position will remain open until filled.

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

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### Equal Opportunity Statement:

BCAIRC is committed to equity, diversity, and inclusion and encourages applications from all qualified individuals, including Indigenous peoples, persons with disabilities, members of visible minorities, and individuals of all gender identities and expressions.