



Central Kootenay Invasive Species Society

Job Posting: Finance and Administration Manager

Term: Permanent, year-round

Salary Range: \$33.00 – 38.00/hour, commensurate with experience

Hours: 0.4 FTE **Reports to:** Executive Director

Start Date: The ideal start date for this position is mid-April, but we are willing to be flexible for the right candidate.

The Central Kootenay Invasive Species Society (CKISS) is seeking a Finance & Administration Manager to join our team. This position is a key member of the management team, working closely with the Executive Director, Program Managers, and Board of Directors to ensure the fiscal integrity of the organization. Core responsibilities include organizational budgeting and forecasting, financial tracking and reporting, strategy and decision making, and human resources policy and implementation.

About CKISS

CKISS is an environmental non-profit with a mission to protect our ecosystems and communities by preventing and reducing the harmful impacts of invasive species in the Central Kootenay region of BC. Over the past 20 years, we have collaborated with a long list of partners, funders, and community members to support our mission and develop a deep level of expertise in regional invasive species issues. Our headquarters are located in Nelson, where most of our team works, with a small satellite office in Rossland and other team members working from home-based offices.

Our Team

Our core team is made up of seven dedicated and knowledgeable staff members, along with several seasonal employees, who work tirelessly to deliver our programs and move our mission forward. Our staff, along with our Board of Directors, actively strives to create a collaborative, professional (and fun) work environment.

About the Position

This is a permanent part-time position, at 0.4 FTE. CKISS offers a starting level of 3 weeks' paid vacation, plus one week off between Christmas and New Years while our office is closed. We also provide employer-paid health benefits, paid sick days, and a cell phone stipend.

The ideal candidate will be based in, or willing to relocate to Nelson, BC in order to support our headquarters there. We are willing to consider alternate arrangements with the successful candidate, but there would be a requirement to travel to Nelson frequently.

As a member of our senior staff team, the successful candidate will enjoy significant flexibility in scheduling work hours, with a high level of support for work-life balance and mental health. Remote work options may be available for part of the year when operational needs allow.

Central Kootenay Invasive Species Society



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About You

- You are superbly organized and enjoy working on administrative policy and procedure, financial management, and human resource issues.
- You have strong interpersonal skills and work well with small teams.
- You have knowledge of financial management, general administration, and human resources best practices.
- You have excellent communication skills and enjoy communicating financial data and administrative reports to non-financially minded people and teams.
- You have a minimum of 3+ years of previous experience in a finance, accounting, or business administration related role; non-profit experience is a huge asset.
- Ideally, you have a post-secondary education in finance, accounting, or business management.
- You hold a strong conservation ethic and are passionate about environmental issues.
- You understand computerized accounting systems and are comfortable with technology.
- You are patient and calm in the face of finance and management issues.

Duties and Responsibilities

Financial Management

Responsible for effective management to ensure the organization's fiscal sustainability and accountability including:

- Coordinate with bookkeeper and accountant to ensure the timely and accurate completion of day-to-day financial administration including payroll, invoicing, staff expenses and accounts payable, bank account and credit card management, year-end accounting and tax returns, and overseeing cashflow
- Collaborate with senior staff to develop and oversee implementation of annual program area, project, and organizational budgets
- Provide financial reports as required, including quarterly financial reports for Board meetings, annual financial statements for the Board and AGM, and others as needed.
- Attend, and provide relevant resources for, meetings of the CKISS Finance Committee
- Provide financial information for funder reporting requirements
- Consult with senior staff as required to support financial aspects of funding applications and proposals

Administration and Human Resources

Ensure the smooth operation of CKISS' internal administration, including:

- Direct and oversee general hiring and human resources planning, procedures and policies to support CKISS' operational needs and meet the organization's goal of retaining highly qualified, job-satisfied staff
- Manage office systems and procedures, including recordkeeping, filing, and data management.

Central Kootenay Invasive Species Society



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- Ensure that resources, systems and equipment are in place to enable staff to effectively and efficiently complete their tasks. This includes insurance, office space and equipment, vehicles, software, general budgets for field equipment, and other needs as they arise
- Write agreements/contracts for employees and contractors, and maintain associated templates and files
- In collaboration with the Executive Director, develop and implement internal policies and procedures related to areas of responsibility (HR, administration, finance, project management)
- Ensure that administrative aspects of funding contracts are met (i.e., insurance and WorkSafe documentation, etc.)

Baseline Qualifications

- Legally eligible to work in Canada (citizen, permanent resident, or valid long term work visa)
- OFA Level 1 certification, or willing to obtain
- Class 5 Drivers License
- Post-secondary diploma or degree in a related field (preferred)

How To Apply

Please submit your resume and cover letter as a single PDF document to hr@ckiss.ca. Tell us why this job excites you, what you will bring to it and why you are the best candidate for the job.

The deadline for applications is March 31, 2025. Interviews will be conducted as applications are received and reviewed, so early applications are encouraged.

We encourage all qualified applicants to apply, and we are committed to a fair hiring process that provides equitable and inclusive employment opportunities. We thank all applicants for their interest; however, we will only contact those selected for an interview.