



Cowichan Women Against Violence Society

EMPLOYMENT OPPORTUNITY

Posting Number: 2025-02

Posting Date: February 10, 2025, **Closing Date:** When the right candidate is found

Position: Director of Finance

Hours: Full Time, Monday to Friday, 40 hours per week

Benefits: Benefits after a three-month probationary period, including RRSP contributions, self care hour, medical and dental.

Reporting Relationship: Reports to the Executive Director

Location: Duncan, BC

Start Date: Immediate

Salary: \$76,960 - \$87,360.00 depending on experience

For over 40 years, the Cowichan Women Against Violence Society (CWAVS) has been a trusted leader in advancing safety, equity, and social justice. As a growing organization with multiple locations and innovative programs, we provide life-changing support to women, children, and families in the Cowichan Valley.

Why Join Us?

- **Make a Difference:** Your financial expertise will directly support CWAVS's mission to create safety, stability, and hope for those facing violence.
- **Lead with Purpose:** Be part of a dedicated team shaping the future of a dynamic non-profit.
- **Grow Professionally:** Take on a leadership role that values collaboration, innovation, and continuous learning.

About the Role

As the Director of Finance, you will oversee CWAVS's financial operations, ensuring sound financial management to support our essential programs. Working closely with the Executive Director, program managers, and bookkeeper, you will play a vital role in maintaining financial integrity, compliance, and transparency.

Key Responsibilities:

- Oversee bookkeeping, accounting, and payroll functions.
- Ensure accurate recording of all financial data and provide timely financial reports to leadership and funders.
- Manage accounts receivable, accounts payable, and compliance reporting.
- Prepare annual audit materials and assist with operational budgets.

- Present financial statements to the Board of Directors and program managers as needed.
- Administer employee payroll and benefits.

What You Bring

Essential Qualifications:

- Post-secondary certification in bookkeeping, payroll, or accounting.
- Experience in financial control, benefits administration, and financial reporting (preferably in the non-profit sector).
- Proficiency in Sage 50, ADP payroll systems and Microsoft Excel
- Strong leadership, communication, and problem-solving skills.
- Ability to interpret and present financial data to non-financial stakeholders.
- High level of integrity, ethics, and accountability in financial management.
- Satisfactory Vulnerable Sector Criminal Record Check.
- Valid BC Driver's License (Class 5 or 7) and clean driver's abstract.
- Legally entitled to work in Canada.

Preferred Assets:

- 5+ years of finance experience in a BC-based non-profit organization.
- Knowledge of financial operations under the BC Societies Act.
- Pursuing or holding a CPA designation.

Hiring Preference & Commitment to Reconciliation

CWAVS holds a human rights special program exemption under the BC Human Rights Code that allows us to prioritize hiring Indigenous (First Nations, Métis, and Inuit) candidates for this position. Indigenous applicants are strongly encouraged to apply.

CWAVS is deeply committed to decolonization and reconciliation and seeks team members who share our values of equity, inclusion, and Indigenous leadership in advancing safety and social justice. We are committed to ensuring that reasonable accommodations are available throughout the hiring process. Please email the individual listed on the posting if you require an accommodation to fully participate in the hiring process.

How to Apply

To apply, send your cover letter and resume to:
Sally Beal, Office and HR Coordinator



cwav@cwav.org



Subject Line: [Your Name] – Director of Finance



Application Deadline: Open until filled. Candidate shortlisting begins the week of March 1, 2025.

For more about CWAVS, visit www.cwav.org.



Cowichan Women Against Violence Society | 246 Evans Street, Duncan, BC
Registered Charity #118878339RR0001