

# Finance Coordinator

*The Gwaii Trust Society is a non-profit society that owns and manages multi-million-dollar perpetual funds - the Gwaii Trust and Athlii Gwaii Legacy Trust - for the benefit of all the people of Haida Gwaii. The fund generates investment income, and the Society distributes part of that income every year through a variety of grant programs. More information can be found on our website at [www.gwaiitrust.com](http://www.gwaiitrust.com).*

*We have offices in two communities on Haida Gwaii: Gaw Tlagée Old Massett and HIGaagilda Skidegate. We offer excellent total rewards including a competitive salary, defined benefit pension plan and comprehensive benefits including extended health, dental, health spending account, and life insurance.*

*To support work life balance, we offer a 35-hour work week, generous vacation and special leave days for personal and cultural matters. We provide support for training and development opportunities and offer an exciting, dynamic work environment.*

**Salary range:** \$60,000 to \$63,000 per year

**Position type:** Permanent, 35-hours per week

**Application deadline:** Friday April 4<sup>th</sup>, 2025 by 11:59 p.m. PST

## Position Summary

Reporting to the Chief Operations Officer (COO), the Finance Coordinator provides essential support by performing key accounting, administrative tasks, and filling in for the Finance Manager when needed. These include making accurate entries into accounting software(s), issuing and distributing cheques and Automated Funds Transfers, maintaining organized filing systems, and running financial reports. The Finance Coordinator is also responsible for overseeing financial management and ensuring accurate reporting for the Haida Gwaii Community Foundation.



**Gaw Tlagée Old Massett**  
PO Box 588 • Masset BC, V0T 1M0  
162 Raven Avenue, Gaw Tlagée  
Phone: 250-626-3654

**HIGaagilda Skidegate**  
PO Box 1257 • Skidegate BC, V0T 1S1  
226 Front Street, HIGaagilda  
Phone: 250-559-8883

## Duties & Responsibilities

- Adheres to confidentiality policies and procedures.
- Pays invoices, project, and expense claims for Gwaii Trust, Athlii Gwaii Legacy Trust, and Haida Gwaii Community Foundation under the supervision of the Finance Manager.
- Enters payables and receivables into the Sage 50 accounting system, ensuring entries are coded with the correct general ledger.
- Tracks petty cash, credit card usage, and staff and Director reimbursements.
- Posts journal entries when requested by Finance Manager.
- Prepares financial summary reports, which include but are not limited to bank reconciliations, cash flow reports, project listings, and variance reports.
- Accepts donations on behalf of the HGCF and produces accurate charitable receipts.
- Files accounting documents to facilitate accurate financial records.
- Arranges for signatures and electronic approvals for withdrawals.
- Ensures all insurances and bank signing authorities are kept current and any changes are promptly completed.
- Assists in ensuring compliance with all relevant policies, procedures, and internal controls.
- Acts as the back-up to the Finance Manager when they are absent.
- Other related duties as assigned.


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## Skills & Qualifications

### Training & Experience:

- Two to four years of finance experience that includes accounts payable and receivable, journal entries, and reporting.
- Demonstrated experience with Microsoft 365 is required.
- Demonstrated experience with Sage 50 is required.
- Experience in Indigenous organizations is an asset.

### Skills & Knowledge:

- Strong written and verbal communication skills.
  - Strong analytical, creative problem solving, and decision-making skills.
  - Strong computer skills, including but not limited to Microsoft 365 and Sage 50.
  - Strong knowledge of non-profit financial best practices.
  - Basic understanding of CRA rules and regulations.
  - Ability to handle confidential information.
  - Ability to set priorities, meet deadlines, and be results-orientated.
  - Ability to build and maintain effective working relationships with coworkers through excellent communication.
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## Working Conditions

Occasional travel between Haida Gwaii communities may be required, so access to a vehicle is required. Additionally, weekend and evening work may be required, so flexibility is a must.

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## How to Apply

- Review the job description for a complete list of duties, qualifications and competencies.
  - To be considered for the position applicants are requested submit a COVER LETTER and RESUME clearly identifying how they meet the qualifications.
  - Please submit via email to [latasha.williams@gwaiitrust.com](mailto:latasha.williams@gwaiitrust.com) before the deadline.
  - Only those candidates considered for an interview will be contacted.
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