



Posted: Sept 25, 2015

Job Posting

Director of Financial Administration

Vancouver Co-operative Radio, CFRO, 100.5 FM is a non-profit, listener-supported, multi-lingual community station that has provided Vancouver with alternative public affairs, music, and arts programming since 1975. Co-op Radio's mission is to produce creative and engaging programming for communities who voices are underrepresented in the mainstream media. The Director of Financial Administration is responsible for overseeing all financial and administrative aspects of the organization. This is a permanent position working within a staff collective to manage the station and reporting directly to the Board of Directors.

- HOURS:** 87 to 104 hrs/month (20 to 24 hrs/week), depending on experience and funding. Scheduling of hours is flexible. Occasional evening and weekend meetings required.
- WAGE:** \$23.40/hr with generous health and vacation benefits. Unionized with Unifor 3000.
- START DATE:** Early November 2015.

YOUR RESPONSIBILITIES AS THE DIRECTOR OF FINANCIAL ADMINISTRATION WILL INVOLVE...

- ...Writing and administering grants; seeking out new sources of grant funding
- ...Paying bills, writing cheques, making bank deposits, managing banking and cash flow
- ...Doing the bookkeeping using Sage Simply Accounting
- ...Creating the annual operating budget and project budgets, as needed
- ...Coordinating quarterly Finance Committee meetings
- ...Producing relevant, easy-to-understand financial reports
- ...Working with the Accountant to prepare accurate and relevant year-end Financial Statements
- ...Administering employees including payroll, T4's, benefits, contracts and timesheets
- ...Negotiating fair contracts to support Co-op Radio's long-term sustainability (including lease(s), insurance)
- ...Adhering to and reporting on legal obligations related to radio, charity and non-profit status
- ...Working with the Director of Member Services on the administration of donations and Donorperfect, our Fundraising database
- ...Supporting the work of CRES (a charity committed to education in community radio that works closely with Co-op Radio) and coordinating the relationship between the two organizations
- ...Keeping accurate and appropriate financial, administrative and organizational files
- ...Working collectively with the three other permanent staff to collectively manage the organization including maintaining station premises, supporting the Board of Directors, developing policies and making decisions on day-to-day operations of the organization.

YOU ARE...

- ...Extremely organized and easily able to function well juggling many tasks, deadlines and responsibilities
- ...Excellent at conveying financial information to others in accessible and easy to understand ways
- ...Familiar with basic bookkeeping and have experience doing the books, ideally in a non-profit setting and with Sage Simply Accounting
- ...Fastidious to deadlines, filling out forms and being on the ball
- ...Technologically savvy and are very comfortable with a Windows environment and with email communication
- ...Resourceful, creative and solution-oriented
- ...Able to provide effective direction and leadership in the financial management of the organization
- ...Invested in alternative media and the mandate of the Co-op Radio

YOU ...

- ...Have worked in other organizations; have a sense of what is needed financially manage a resilient, grassroots non-profit organization
- ...Like to write funding proposals, grant applications and build relationships with grant funders
- ...Love to have files in order
- ...Excel at being self-directed, know what your responsibilities are in a team environment and follow through on those responsibilities
- ...Like to be on top of lots of small administrative details that are essential for the running of a community-based organization
- ...Love to make spreadsheets that are useful
- ...Are excited about working with other staff to run the organization and move Co-op Radio forward in a positive and sustainable direction
- ...Thrive on organizing systems to make them efficient, useful and in compliance with required regulations
- ...Like to work in an environment with critically minded people who come from a diverse range of backgrounds

TO APPLY

Please submit the following *in one PDF document* labelled **yourfirstname_yourlastname.pdf** to hiring@coopradio.org:

- Your resume/CV
- Your cover letter which should include why you would be a good fit for this position
- A paragraph describing the pros and cons of working in a collective structure

Application Deadline: Sunday, Oct 18th at midnight.

No phone calls please. We thank all applicants; only short-listed candidates will be contacted.

Vancouver Co-operative Radio is an affirmative action employer. People from groups who face systemic barriers to employment are encouraged to apply. Applicants who wish to be considered for affirmative action should discuss this in their cover letter. Applicants are encouraged to include relevant skills and experiences other than those outlined in the posting.