



552/554 Trunk Rd.  
Duncan, BC V9L 2R1  
Phone: (250) 597-1372  
[www.cowichanvalley.cmha.bc.ca](http://www.cowichanvalley.cmha.bc.ca)

**Canadian Mental Health Association – Cowichan Valley Branch**  
POSITION DESCRIPTION

<b>Position Title:</b>	Finance Consultant – 3 month contract position, \$45-\$60 per hour
------------------------	--

**ORGANIZATION OVERVIEW:**

Providing services in the Cowichan Valley since 1992, Canadian Mental Health Association - Cowichan Valley Branch (CMHA-CVB) is a registered charity and not-for-profit, independent society operating under a branch division agreement with CMHA British Columbia and within the context of the nation-wide Strategic Plan of the Canadian Mental Health Association.

As part of a national organization and an advocate of mental health for all, CMHA-CVB facilitates access to resources people need to maintain and improve mental health and wellbeing, and to participate in community integration, build resilience, and support recovery from mental illness and/or substance use and addiction.

CMHA-CVB operates Warmland House Emergency Shelter, Transitional Housing Services, Sobering and Assessment Centre, Adult Outreach programs, a Youth Centre, Youth Connect, Bounce Back personal coaching, Family Capacity Program, Rainbows and a variety of other counselling/therapeutic programs for children, youth, and families.

CMHA-CVB also provides community education and advocacy aimed at the promotion of good mental health and in support of individuals and families with mental health challenges.

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement as attached.

**POSITION SUMMARY:**

Assist with all day-to-day accounting operations, including but not limited to the production of financial reports, funder reporting, proper maintenance of accounting records, accurate processing of financial transactions, reconciliations and preparation of annual operating budget.

## RESPONSIBILITIES:

- Prepare financial accounting entries, including account allocations, bank reconciliations, and general ledger account reconciliations.
- Prepare and assist in annual budget preparation.
- Assist with financial reporting and financial plans.
- Assist with reconciliation, timely and accurate financial reporting of all contracts and grants.
- Assist with government reporting requirements and filings.
- Providing technical and analytical support services to Finance Manager.

## QUALIFICATIONS:

- Bachelor's degree in Finance or Accounting; CPA or a minimum of 5 years of experience in advanced accounting and financial analysis. Education and experience will be considered.
- Experience with non-profit accounting is preferred.
- Experience working with SAGE accounting software
- Experience with HIFIS reporting system an asset
- Experience in financial reporting with respect to government and funders.
- Strong skills in use of Excel
- Successful Clearance of a Criminal Record Check for vulnerable sector

## APPLICATION DETAILS

Please submit your resume via email to [careers.cowichan@cmha.bc.ca](mailto:careers.cowichan@cmha.bc.ca). Kindly specify the title of the position in your subject.

**Applications will be accepted until the position is filled.**

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement, please visit our website at [cmhacowichanvalley.com](http://cmhacowichanvalley.com).

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*