



Gabriola Volunteer Fire Department

Job Title: Volunteer Accountant with Stipend (6-month initial term)

Address: 730 Church St, Gabriola

Position Type: Volunteer with Stipend (6-month initial term)

Hours: 20 hours per week

Stipend: \$24.20/hour

Job Summary: The Gabriola Volunteer Fire Department is seeking an experienced accountant join our team and help with financial administration. As a part of our organization, you will have the opportunity to utilize your expertise in supporting the community by updating our day-to-day financial operations and ensuring accurate record-keeping for the improvement district. Your contribution will play an important role in maintaining the financial health and transparency of our department, enabling us to better serve and protect our community.

Responsibilities:

- Organize and maintain the fire department's financial records, including accounts payable/receivable, ledgers, and bank reconciliations.
- Prepare financial statements, reports, and summaries on a regular basis.
- Ensure accurate and timely entry of financial transactions into the accounting software.
- Assist in budget preparation and monitor financial activities to aid in financial decision-making.
- Help streamline accounting processes and identify opportunities for improvement.
- Provide support during audits and financial reviews.
- Facilitate long-term financial planning.

Qualifications:

- Previous experience in bookkeeping or accounting is required.
- Proficiency in using accounting software (Sage and Excel).
- Solid understanding of basic financial principles and practices.
- Ability to work independently.

Benefits:

- Make a positive impact on the Gabriola Island community by supporting the volunteer fire department.
- Receive a Stipend of \$24.20/hour for 20 hours per week.
- Flexible schedule to accommodate your availability.



Application Process:

We are accepting applications for this position until September 15, 2023.

To apply for this position, please submit your resume in person or via email to:

info@gabriolafire.ca

Please note that this position is for a 6-month term. The Gabriola Volunteer Fire Department is committed to promoting diversity and inclusion and encourages applications from individuals of all backgrounds. By joining our team, you will play a crucial role in safeguarding our community.