



## Job Posting

### Administration & Finance Coordinator

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Location:	Remote (British Columbia)
Employment Type:	Contract until March 31, 2027, Full-time
Start date:	Immediate, (3-month probation period)
Salary Range:	\$55,000 - \$70,000 annually (based on experience)
Application Deadline:	Open until filled

*A satisfactory criminal record check is required as a condition of employment.*

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### Work With Us

The BC Aboriginal Land Managers Association (BCALMA) is a First Nations–led, not-for-profit organization that strengthens land management capacity and innovation across British Columbia. Through training, mentorship, and collaboration, we empower a network of land professionals advancing sustainable land stewardship and Indigenous self-determination.

We offer a flexible, remote work environment that values collaboration, integrity, respect, continuous learning, and community connection.

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### The Opportunity

The Administration & Finance Coordinator supports BCALMA’s financial management, administrative operations, and program delivery.

Working closely with the Executive Director, this role ensures financial processes and reporting are accurate, timely, and aligned with organizational policies and funding agreements. The Coordinator serves as a key point of contact for accounts payable and administrative processes, supports onboarding and governance activities, and contributes to program coordination and member services.

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### Key Responsibilities

#### Financial Administration

- Maintain financial records, including accounts payable/receivable
- Process invoices, deposits, reimbursements, and travel claims
- Review, code, and enter financial data accurately
- Support budgeting, cash flow tracking, reporting, and audits
- Ensure compliance with funding agreements and policies

#### Administrative & Governance Support

- Support the Executive Director and Board of Directors
- Coordinate meetings, agendas, and minutes
- Maintain records, files, and internal systems
- Assist with onboarding and operational processes
- Liaise with vendors, service providers, and member inquiries



### Program & Membership Coordination

- Support project coordination, partnerships, and reporting
  - Coordinate training, workshops, and events
  - Assist with newsletters, reports, and program tracking
  - Support preparation of newsletters, and other communications
  - Track program activities and assist with reporting on outputs and outcomes
  - Collaborate with partner organizations, including NALMA and Regional Land Associations
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### What You Bring

- Minimum 3 years' experience in financial administration, bookkeeping, or office operations
  - Post-secondary Certificate or Diploma in business, finance, accounting, or related field
  - Strong understanding of accounting principles (budgeting, reconciliations, reporting)
  - Proficiency in accounting software, Microsoft 365, Teams, and project management tools
  - Strong organization, attention to detail, and ability to manage multiple priorities
  - Experience working with First Nations and/or non-profit organizations is an asset
  - Valid driver's license and access to transportation
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### Work Conditions

- 35 hours/week with flexible scheduling
  - Remote within British Columbia
  - Occasional travel and evening/weekend work
  - High level of confidentiality and professionalism required
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### What We Offer

- Competitive salary
  - Health, dental, and vision benefits
  - Paid vacation and leave
  - Professional development opportunities
  - Supportive, team-oriented environment
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### How to Apply

Please submit your resume and a brief cover letter to [admin@bcalma.ca](mailto:admin@bcalma.ca)

**Subject:** Administrative & Finance Coordinator – Your Name

BCALMA is committed to an inclusive and accessible hiring process. Accommodation is available upon request.

*Preference may be given to qualified Indigenous applicants in accordance with applicable legislation. Candidates are welcome to self-identify.*