



Abbotsford Hospice  
& Grief Support Society

## Finance & Administration Manager

### Abbotsford Hospice & Grief Support Society

#### Who We Are

Our growing team at Abbotsford Hospice & Grief Support Society walks alongside individuals and families during some of life's most challenging moments. We lead with compassion, warmth and care working together to bring comfort and stability when it's needed most.

#### The Opportunity

We're looking for a full-time professional to guide our financial operations and support systems that keep our growing organization running smoothly. This hands-on role oversees financial management, strengthens administrative processes and works closely with the CEO and COO while supporting two administrative team members.

#### What You'll Do

##### Financial Leadership

- Manage full-cycle accounting and maintain accurate, up-to-date financial records
- Prepare monthly financial statements and reporting packages for the CEO and Board
- Lead budgeting and forecasting to support organizational planning
- Provide clear financial insights and guidance to leadership
- Maintain internal controls and ensure we meet all regulatory requirements
- Process payroll accurately, confidentially, and in compliance with legislation
- Support our annual audit and liaise with external financial partners
- Oversee the financial details for contracts, leases, and agreements



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## Administrative & Operational Leadership

- Ensure administrative systems and office processes run smoothly day to day
- Identify opportunities to improve workflows, efficiency, and documentation
- Contribute to policies, procedures, and risk-management efforts
- Supervise, mentor and support two administrative team members

## Qualifications

### Required

- Experience with full-cycle accounting, budgeting, forecasting, and financial reporting
- Payroll experience and knowledge of payroll requirements
- Solid proficiency with financial systems, Excel, Microsoft 365 and Sage (preferred)
- Excellent organizational, analytical, and communication skills

### Assets

- CPA designation or equivalent professional training
- Experience in nonprofit or charitable financial management
- Understanding of nonprofit compliance and funding accountability
- Experience supervising staff

## Work Environment

This is a full-time, in-office role based in Abbotsford.

## Compensation

**Salary:** \$69,000–\$79,000 annually plus benefits depending on experience

## How to Apply

Please email your resume and a cover letter to [hr@abbotsfordhospice.org](mailto:hr@abbotsfordhospice.org)