



Bookkeeping & Development Associate

Date posted: June 13, 2019

Closing date: June 27, 2019

Salary: \$20-22/hour, depending on experience, plus benefits

Job type: Part-time, 20 hours per week

Start Date: ASAP

Location: Victoria office

Dogwood is a people-powered organization driven by a shared love of B.C. We believe in a more just, equitable and sustainable province. But to get there, we know First Nations and British Columbians have to organize to take back power from political insiders and global corporations.

We're probably best known for the No Tankers campaign. Since 2007, Dogwood and our allies have prevented a massive expansion of carbon pollution and oil tanker traffic on the West Coast. Our supporters are definitely concerned about climate change and oil spills. But we don't just work to protect the environment.

What we're really looking for are tipping points: moments when enough citizen pressure can rewrite a law, reverse a bad decision or convince a politician to take a stronger position. That's when we channel large-scale citizen action — both offline and online — to lock in change for the long term.

We currently have an opportunity for a part-time Bookkeeping and Development Associate to join our team.

Reporting to the Director of Operations and working with our fundraising and finance teams, you'd get to:

- Play a crucial support role to the fundraising team, process donations from Dogwood supporters, thank them and follow up with any questions.
- Maintain financial records in Quickbooks and in our paper filing system.
- Manage Dogwood's accounts payable and receivable.
- Support our Bookkeeper with payroll, monthly account reconciliation and year-end accounting processes.
- Keep our supporter database (Salesforce) up to date with address changes and supporter communication preferences.

To be considered for this position, you need to be able to demonstrate:

- At least one year of bookkeeping experience.
- Prior use of Quickbooks, Simply Accounting or similar applications.
- A track record of excellent attention to detail in high-volume tasks.

We encourage you to highlight other personal strengths, knowledge, experience, training or aptitudes in your application. Any experience in cash flow management at non-profits, bookkeeping training or certification, non-profit fundraising, or customer relationship databases (CRMs) such as Salesforce or Razors Edge, would be considered additional assets in this role.

Dogwood offers a flexible and rewarding work environment, including paid vacation, health, dental and paramedical benefits.

If you're interested in this position and meet the requirements, please e-mail a cover letter and your resume ASAP to careers@dogwoodbc.ca.

When submitting your application, please name and save your attachments with your first and last name in the title, i.e.: "Mira_Singh_Cover_Letter.pdf" and "Mira_Singh_Resume.pdf."

Early applications are strongly encouraged as they will be screened and interviews scheduled on a rolling basis. Only short-listed candidates will be contacted for interviews. No phone calls please. We aim to make a hiring decision by the end of July, 2019.

Dogwood is committed to an inclusive and diverse workforce, and encourages all qualified applicants to apply, including members of visible minorities, Indigenous persons, and people of all gender identities and abilities. Dogwood strives not to discriminate based on race, nationality, ethnicity, religion, political belief, age, gender, sexual orientation or class. All applicants must be legally authorized to work in Canada.