

# Director of Finance

## Island Deaf and Hard of Hearing Centre

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### Organization Overview

[Island Deaf and Hard of Hearing Centre \(IDHHC\)](#) is a registered non-profit organization serving Deaf, DeafBlind, hard of hearing, and hearing communities across Vancouver Island, the Gulf Islands, and now throughout British Columbia for nearly 35 years. The rapidly growing organization provides leadership, innovative solutions, and services that engage and educate communities, strengthen families, and combat isolation.

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### Position Summary

We're at an exciting moment of growth and opportunity, and we're looking for a dynamic **Director of Finance** to lead our financial operations. This new role is a pivotal key member of the senior leadership team and will be responsible for ensuring the organization's long-term financial health, aligning fiscal strategy with our mission and goals, providing oversight, analysis, and guidance that supports organizational growth and accountability. The successful candidate will be hands on in supporting the Executive Director and Board of Directors with a combination of leadership skills, business acumen, and strategic thinking.

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### Key Responsibilities

#### Financial Leadership

- Provide leadership for IDHHC's financial planning and operations
- Collaborate with the Executive Director and senior team to align financial strategies with organizational goals
- Prepare timely, accurate monthly, quarterly, and annual financial reports
- Lead the annual budgeting and forecasting processes, including multi-year financial planning

#### Financial Oversight

- Maintain robust internal controls and risk management processes
- Monitor cash flow, investments, and reserve funds
- Lead the annual external audit process and ensure compliance with CRA and other regulatory requirements
- Preparation of reports for funders and donors

#### Team and Systems Management

- Perform daily financial operations (accounts payable/receivable, payroll, bank reconciliations)
- Optimize use of accounting software (Sage) and implement process improvements where needed

#### Governance and Board Relations

- Serve as primary financial advisor to the Executive Director and Finance Committee
  - Deliver regular financial updates and dashboards to the Board of Directors
  - Support financial literacy and informed decision-making across the organization
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## What you bring

- You bring vision, initiative, and the ability to build systems, structures, and processes that support growth and community impact
- You are a self starter with a strong work ethic, a relationship-centered approach, and a commitment to excellence in client service
- You have exceptional ability to manage multiple tasks, prioritize effectively, meet deadlines and have a proven track record of delivering results
- You excel in a collaborative, hands-on environment where everyone contributes, and you're always willing to roll-up your sleeves to get the job done
- You have the capacity to develop and implement strategic plans and the ability to identify and resolve operational challenges
- You are purpose-driven, motivated by helping team members thrive and achieve goals

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## Required Qualifications

- Postsecondary degree in accounting, finance, or business administration
- 6 years of progressive experience in financial management, preferably in the non-profit sector
- Expertise in budgeting, financial reporting, cash flow management, and audit preparation
- Proficiency with Sage accounting software and Microsoft Excel
- Excellent analytical, communication, and presentation skills
- Demonstrated integrity, attention to detail, and ability to work independently and proactively
- Proven ability to perform operational processes in a dynamic, fast-paced environment
- Knowledge of benefits, compensation structures, and talent management practices
- Preference given to candidates with knowledge of Deaf Culture, conversational American Sign Language, hearing loss and its implications
- Performs other work-related duties as required
- Some travel is required so a valid driver's license and a reliable vehicle are required
- A criminal record check for working with vulnerable populations is a condition of employment

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## Work Environment

- Office-based position in Victoria, B.C. with occasional travel to Nanaimo, B.C.
- Standard work week: 35 hours per week (Monday to Friday)
- 1.0 FTE or may consider .8 FTE
- Occasional weekends and/or evenings may be required

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## Compensation and Benefits

Salary Range: \$82,000 to \$95,000

We offer a competitive salary and benefits package, including 100% employer-paid health benefits.

Vacation starting at 3-weeks/year.

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## Application Process

Interested candidates are invited to email a **resume and cover letter** in confidence to the Executive Director, Denise Robertson at [denise@idhhc.ca](mailto:denise@idhhc.ca) by **August 19<sup>th</sup> 2025**.

Interviews may begin immediately.

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## Equal Opportunity

Island Deaf and Hard of Hearing Centre is an equal opportunity employer. We value diversity in our workplace. We are committed to building an inclusive and respectful work environment and encourage candidates of all backgrounds to apply.

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