



**Job Title:** Director of Finance

**Organization:** Connecting Environmental Professionals - Vancouver

**Location:** Remote

**Position Type:** Volunteer, Board Member

### **About CEP Vancouver**

CEP Vancouver is dedicated to creating opportunities for Vancouver's sustainability professionals. The organization aims to facilitate connections, collaboration, and learning within the sustainability and impact sector, ultimately driving sustainability and climate action. CEP achieves this through monthly events, mentorship programs, and a free membership that provides access to the latest news and events in Vancouver's sustainability sector.

### **Overview**

The Director of Finance will oversee the financial health and sustainability of the organization, ensuring proper management of funds and transparency in reporting. This role involves budgeting, financial planning, and compliance, supporting the organization's mission to protect the environment.

### **Responsibilities**

- Develop and manage the organization's budget, ensuring alignment with goals
- Oversee financial reporting, including donations, grants, and expenditures
- Ensure compliance with financial regulations and non-profit requirements
- Collaborate with the leadership team to provide financial insights and strategy
- Implement financial controls and best practices to maximize resource efficiency

### **Qualifications**

- Experience in finance, accounting, or nonprofit financial management (preferred)
- Strong understanding of budgeting, reporting, and compliance
- Detail-oriented with strong organizational skills
- Passion for environmental sustainability and volunteer-driven initiatives

## **Time Commitment**

CEP Board Member positions are a two-term commitment, but we appreciate schedules can change in two years. Every month, the following provides a general breakdown of expected hours:

- 1.5 hours per month for team meeting
- 5-8 hours per month for fulfilling responsibilities

## **How to Apply**

If you are eager to facilitate connections, relationships, and opportunities within Vancouver's sustainability community, and have the required qualifications and experience, we encourage you to apply for the Director of Finance position at CEP Vancouver. Please email a cover letter (max 500 words) and your resume to [info@cepvancover.org](mailto:info@cepvancover.org)

Thank you for your interest.

*We respectfully acknowledge that we are located on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh Nations.*