



Director of Finance & Administration

North Okanagan Youth and Family Services (NOYFSS) - Vernon, British Columbia

Lead with purpose. Live where others vacation.

North Okanagan Youth and Family Services (NOYFSS) is seeking an experienced, strategic, and values-driven Director of Finance and Administration to join our senior leadership team. This is a key executive role for a finance leader who wants their expertise to truly matter — strengthening programs that support children, youth, and families across the North Okanagan.

If you're looking for a role that combines financial leadership, governance, people leadership, and community impact — all while living in one of British Columbia's most desirable regions — this could be your next chapter.

NOYFSS employs over 100 individuals and has been in operation since 1974.

Why Vernon & the Okanagan?

Relocating? You'll be glad you did.

Vernon sits between Okanagan and Kalamalka Lakes, offering four-season recreation, world-class wineries, skiing, hiking, cycling, and a strong sense of community. The region combines small-city charm with big-nature living, shorter commutes, and a lifestyle that prioritizes balance — without sacrificing professional challenge.

About the Role

Reporting to the Executive Director and working closely with the Board of Directors, the Director of Finance and Administration is responsible for the overall financial stewardship and administrative operations of the Society.

You will oversee financial systems, reporting, budgeting, audits, payroll oversight, and governance support, while jointly leading the Administration team. This role plays a critical part in ensuring NOYFSS remains financially strong, compliant, and positioned to grow and respond to community needs.

Key Responsibilities

Financial Leadership & Oversight

- Oversee and review all accounts payable, accounts receivable, payroll, and disbursements



- Ensure accurate and timely month-end financial statements, including variance analysis
- Lead annual budget development and multi-year financial planning
- Prepare year-end financials and act as primary liaison with external auditors
- Establish and maintain effective financial systems, controls, and files across all programs
- Review program expenditures, capital purchases, and operational costs
- Cost program proposals and funding submissions

Reporting, Governance & Compliance

- Prepare financial analyses and reports for the Executive Director, Management Team, and Board
- Complete required financial, operational and audit reports
- Act as fiscal liaison with funding partners
- Review and coordinate annual insurance coverage
- Organize, attend, and document Board of Directors meetings, including AGM

Administration & HR Support

- Supervise the Payroll & Benefits Administrator and Administration team (including relief staff)
- Oversee payroll, benefits administration/functions
- Ensure effective office administration, record-keeping, and documentation
- Oversee the operation of accounting software and computer systems
- Ensure administrative and secretarial functions are completed accurately and efficiently

What You Bring

Required Education & Experience

- CMA, CGA, CPA, or equivalent designation
- Minimum 5 years of progressive experience as the primary financial/business manager for an organization with comparable budget size and staffing
- Equivalent combinations of education and experience will be considered

Additional Assets (Bonus, Not Required)

- Experience in non-profit, social services, or government-funded environments
- Familiarity with contract-based funding models and reporting requirements
- Experience working with Boards of Directors



Additional Requirements

- Successful completion of:
 - Criminal Record Check (CCRC – MCFD Centralized Services Hub)
 - Four (4) professional references (including most recent employer)

Compensation & Benefits

Salary Range: \$90,000 to \$110,000 per year

NOYFSS offers a competitive total compensation package, including extended health benefits, dental plan, municipal pension plan, Employee and Family Assistance Program, health and wellness initiatives, professional development, and 13 paid stat holidays per year.

Why Join NOYFSS?

- Make a direct, positive impact on children, youth, and families
- Join a respected, community-based organization with a strong mission
- Work closely with an engaged Executive Director and Board
- Enjoy leadership autonomy while being part of a collaborative team
- Build a meaningful career — without sacrificing quality of life

How to Apply

Please submit your resume and cover letter outlining your interest and qualifications to:
deanfrancks@noyfss.org