

Manager of Finance & Administration

Royal Canadian Marine Search and Rescue (RCMSAR)

Location: Sooke, BC

Salary: \$80,000–\$90,000 annually + benefits

Position Type: Full-time, Hybrid (3 days/week in office)

About RCMSAR

Royal Canadian Marine Search and Rescue (RCMSAR) is a volunteer-based, non-profit organization dedicated to saving lives on the water. We operate 28 coastal stations and one station on an inland waterway, staffed by 950+ volunteers who provide 24/7, 365 marine search and rescue services.

We are seeking an experienced and collaborative **Manager of Finance & Administration** to join our team in Sooke, BC. This role is ideal for a finance professional who enjoys meaningful work in the non-profit sector and thrives in a dynamic, small team environment.

Position Summary

Reporting to the CEO, the Manager of Finance & Administration is responsible for overseeing the organization's financial operations, administrative functions, budgeting, reporting, and compliance. The successful candidate will play a key role in supporting organizational effectiveness and ensuring strong financial stewardship.

Key Responsibilities

- Manages day-to-day financial operations including accounts payable/receivable, payroll, reconciliations, and cash flow
- Prepares quarterly financial statements and reports for the CEO and Board of Directors
- Leads budgeting, forecasting, and financial planning processes
- Coordinates annual audits and ensures regulatory compliance
- Supports grant/gaming applications, reporting and funding accountability requirements
- Manages the insurance program, including policy renewals and claims management
- Oversees facility maintenance and property management
- Leads and manages the IM/IT systems for the organization
- Oversees administrative systems, policies, and office operations
- Works collaboratively with leadership, staff, volunteers, and external stakeholders
- Supports society stakeholders and chairs the Society Executives meetings
- Ensures effective financial controls and risk management practices
- Supports the CEO with strategic planning, financial reports for funding partners and board governance and operations

Qualifications

- CPA designation preferred, or equivalent combination of education and experience
- Minimum 5 years of progressive finance and administration experience
- Experience in the non-profit sector is considered a strong asset
- Strong knowledge of accounting principles, budgeting, and financial reporting
- Excellent organizational and communication skills
- Proficiency with accounting software (Xero, Hubdoc, Plotoo)
- Proficient with Microsoft Office Suite, particularly with Excel.

What We Offer

- An annual salary of \$80,000–\$90,000
- Health benefits package
- Four weeks vacation

How to Apply

Please submit your resume and cover letter outlining your qualifications and interest in the position by June 12, 2026 to:

J. G. Johnston Manager, Human Resources at john.johnston@rcmsar.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.