



Finance Manager

Exempt – Full time, 35 hours per week

Position Summary:

The Finance Manager is responsible for the financial functions of Chilliwack Community Services (CCS) with a budget of around \$7 million.

The Finance Manager is responsible for ensuring the orderly financial management of CCS through: strong planning and budgeting; the development of procedures, policies and practices; daily financial administration; supporting and working with program staff to ensure strong financial administration and management; and financial monitoring and reporting. The Finance Manager supervises a Payroll and Finance Assistant.

This is a key internal service position.

The focus of this position is on ensuring the long-term sustainability of CCS and its daily orderly financial operation.

This position reports to the Executive Director with strong daily work with the Chief Financial Officer and the Payroll and Finance Assistant.

Qualifications:

Education, Training and Experience:

- College Diploma in Accounting.
- Expert knowledge of Sage Accounting, electronic payroll systems and Excel.
- Experience working with online databases.
- Experience in bookkeeping or finance preferably in a non-profit or complex organizational setting.

Key Duties and Responsibilities:

1. Working with the Executive Director, Directors, Coordinators and Chief Financial Officer develops the annual operating budgets of CCS.
2. Provides training and orientation to new employees on the financial systems of CCS and to Directors and Coordinators on budgeting, monitoring and reporting.
3. Works with the Executive Director, Directors, Coordinators on day-to-day financial management and reporting particularly related to funding reporting.
4. Ensures financial recording accuracy and compliance with accounting standards and established internal controls and procedures.
5. Monitors, records and posts transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
6. Ensures correct coding for revenue and expenses as per approved budgets.
7. Analyzes, produces trial balances of, and reconciles balance sheet accounts; makes adjustments as necessary.
8. Monitors cash flow, expenditures, journal and ledger entries, bank statements, account activity and other accounting and financial records.
9. Makes internal monthly transfers of deferred income as appropriate.
10. Produces monthly and annual variances, cash flow projections, financial statements and other financial reports required by employees, management, Board of Directors, regulatory bodies, and funders. Works with ED, Directors and Coordinators to develop strategies to deal with the variances.
11. Provides input to capital budgets and projects.
12. Works with the Management Team and Coordinators to maximize timely collection of Accounts Receivable.

13. Assists the ED, Directors and Coordinators in the development of budgets for grants and funding applications; works with same to provide financial reports to granters and funders in a timely manner.
14. Supervises staff who provide payroll functions including administration of group health benefits and RRSP / Municipal Pension Plan.
15. Prepares documentation for audit purposes; produces audit working papers as required.
16. Serves as a member of the Management/Director Team, and attends all Management/Director meetings and planning sessions to provide input to the plans and operations of the Agency with a view to long-term sustainability.
17. Manages labour relations for the Finance area, including hiring, training and development, bi-weekly and on-going supervision, and performance appraisals of direct reports in consultation with Human Resources. Takes a collaborative approach with direct reports in managing areas of supervision and support, discipline, grievances, arbitration and termination and ensures compliance with the Collective Agreement and the personnel policies of the Agency.
18. Makes recommendations with respect to the organization's accounting policies, practices and systems.
19. Performs other relevant duties as required.

General:

- Wage rate – Under Review
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Executive Director.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Human Resources
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, August 30, 2022