



Position Vacancy Posting

Position Title: Director, Finance	Competition No.: 23-05
Reports to: Executive Director	Salary Range: \$90,000 to \$95,000 per annum
Location: Nanaimo, BC	Employee Group: Exempt
Hours per week: 37.5 hours per week	Position Status: Permanent Full Time
Shift Schedule: Monday to Friday; 7.5 hour shifts	Anticipated Start Date: As soon as possible

Haven Society in Nanaimo is looking for an experienced Director of Finance excited to contribute their leadership skills to a dynamic team making a vital impact in the community. Haven Society is an anti-violence organization operating from feminist principles promoting the integrity and safety of women, children, youth and families. In this role, you'll be responsible for providing effective strategic Finance leadership to facilitate the fulfillment of Haven Society's vision and mission, and the strategic plan as set out by Haven Society's Board of Directors. While this is an exempt position, you will be working in a unionized environment, and union experience would be considered an asset.

What You'll Do:

The Director, Finance drives best practices and initiative, and has accountability for finance, account, treasury, audit and gift administration, and acts as a key partner in managing the risk management program. Duties include, but are not limited to:

- Strategy and Project Management
- Finance, Accounting and Audit
- Business Planning, Budgeting and Forecasting
- Treasury
- People Leadership and Staff Management

Who You Are:

You are a proven leader with the ability to think strategically as well as lead operationally. You are a creative problem solver with sound judgement in identifying solutions to complex financial issues. Your strong analytical skills support data driven decision making. You are results oriented, and able to balance multiple priorities and projects. Collaborative in nature, you have excellent interpersonal skills and are adept at facilitation and conflict management. You have outstanding communication skills and are culturally sensitive with high emotional intelligence. You possess a positive energy and belief in Haven's work, and are able to encourage, mentor, and motivate team members while demonstrating respect and trust as a manager.

Your Qualifications:

- University degree in Finance, Accounting, or another relevant field required
- Minimum 5 years' experience in progressive Finance leadership roles with at least 3 years in the non-profit sector. Leadership experience in a public practice accounting firm with not-for-profit file experience will be considered
- Senior level experience managing financial compliance in a not-for-profit organization preferred
- Experience with QBO and Payworks preferred
- CPA Designation would be an asset
- Experience working in an unionized environment would be an asset
- Current First Aid Certificate, including CPRC (can be obtained as part of the recruitment process)
- A satisfactory Criminal Records Check for working with children and vulnerable populations

How to Apply:

Please do not drop off resumes in person (online only) and follow these instructions for submitting your application:

- Submit all documents in PDF format
- Provide a cover letter outlining why Haven Society is the place you want to work, and how your skills, experience and personal characteristics align with this posting.
- Indicate your salary expectations based on your experience
- Provide a resume outlining your experience and skills

Haven Society is committed to creating a healthy, inclusive, diverse and supportive workplace, and invites qualified, experienced candidates from all backgrounds and life situations to apply.

Additional Information:

Haven Society is a scent safe environment; all employees and visitors are asked to refrain from using or wearing scented products at Haven Society facilities.

REPLY TO:

Provide cover letter and current resume
recruitment@mysmarthr.ca

Date Posted: May 23, 2023

Closing Date: Open until filled