

Position

## **FINANCE MANAGER**

[Union Excluded Position – Full Time – 35 hours per week]

### **Position Summary**

Reporting to the Executive Director, the Finance Manager will provide leadership to the finance office team. The Finance Manager will be a mission-centric leader with proven experience in financial management, risk management planning and not-for-profit administration.

As a member of the management team, the Finance Manager will play a critical role in supporting the senior team in all its financial, fiscal and reporting needs. The Finance Manager will ensure that the organization is effectively and efficiently positioned and resourced to achieve its strategic goals. The Finance Manager is someone who thrives under pressure, and is a strategic thinker and a collaborative decision maker.

### **Duties and Responsibilities**

- Oversee the processing of invoices, expense claims, and accounts receivable, payroll etc... with the support of the Finance Coordinators
- Develop, implement, and ensure compliance with internal financial controls, policies and procedures
- Develop and maintain timely and accurate financial statements
- Ensure monthly financial statements are prepared in a timely manner and presented to the Executive Director
- Oversee the preparation of all supporting information for the annual audit and liaise with the external auditors as necessary
- Prepare annual budgets, cash flow projections, other projections and forecasts, and provide support to team members managing budgets and funds
- Ensure timely preparation and submission of regulatory filings
- Conduct regular financial analysis to monitor operations and identify opportunities
- Oversee administrative aspects of contract tendering, preparation, payroll, benefits, WorkSafe BC remittances, wage subsidies, statutory requirements, and year-end filings
- Propose and lead the implementation of effective organizational record-keeping and digital security
- Develop, implement, and maintain organizational systems and processes, policies, and best practices to enhance organizational effectiveness

- Develop a risk management strategy and plan and conduct regular risk analyses in collaboration with the Executive Director
- Manage or assist in the management of all organizational contracts, including tendering, reviewing quotes and agreements with vendors and contractors
- In conjunction with the Manager Administrative Services, interpret and apply the Collective Agreement as it pertains to payroll and benefit entitlements
- Set up and manage all investments and provide the Executive Director with monthly reports
- Manage, update, and track the documentation relating to signing authorities for internal and external accounts and service providers
- Manage the relationships with external financial institutions, credit providers, and university finance and related departments
- Oversee and ensure appropriate charges from the university's Facilities Services department relating to operations and maintenance of the student union building
- All other duties as assigned

### **Qualifications**

- A degree in Finance, Business, or Accounting and a CPA designation (current and in good standing)
- 7+ years of management/leadership experience, preferably in not-for-profit organizations and in finance roles
- Exceptional analytical, organizational and problem-solving skills
- Demonstrates resilience, self-awareness, openness, integrity, curiosity and innovative thinking
- Exhibits transparency, appropriate disclosure and effective communication
- Ability to thrive in a dynamic environment and maintain a high tolerance for change
- Experience developing and implementing organizational policies
- Experience in managing complex change
- Strong interpersonal and conflict resolution skills
- Knowledge of common accounting software and Canadian GAAP standards
- Experience working with volunteers and/or extensive customer service experience
- Experience working in a unionized environment will be considered an asset

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If interested apply to [jobs@sfss.ca](mailto:jobs@sfss.ca) no later than May 24<sup>th</sup> 2019 at 4:00 p.m.