



Job Posting

Position Title:	Senior Finance Manager
Reports to:	Executive Director
Classification:	Permanent Full Time (35 hours per week)
Location:	Victoria
Benefits:	Yes

The BCAAFC is a non-profit organization that supports the 25 Friendship Centres in the province with flow through funding to member centres, funding and training opportunities, and engagement with all levels of governments, Indigenous and mainstream agencies. The BCAAFC is host agency for two well established Indigenous organizations. The Senior Finance Manager oversees the contracts life cycles, and works with the finance clerk to provide accounting, payroll and financial management, ensuring the overall financial health of the agency.

The Sr. Finance Manager is a seasoned and mature leader with at least 12-15 years of broad finance experience including experience in evaluating financial information and making actionable recommendations to senior leadership. You have experience managing finance (accounting, budgeting, control, and reporting) for a large non-profit.

JOB SUMMARY

Reporting to the Executive Director, the incumbent monitors and manages the financial health of the agency. As a Sr. Manager, the incumbent has extensive experience in developing and monitoring budgets; financial reporting, funder relations and contracts' management. The incumbent tracks deadlines, and ensures that program budgets are expensed within the contract guidelines; trains and mentors program managers in budget oversight.

General Duties:

- Ensure that all financial systems, policies and procedures are adhered to and are in compliance with generally accepted accounting principles; Conducting pre and post checks on all transactions.
- Manage payroll, time and attendance system and group benefits plan for all employees.
- Manage cash flow and forecasting; direct all financial, project-based reporting, and departmental accounting.
- Oversee the preparation and approval of all financial reporting materials and metrics for funding organizations and BCAAFC board of directors; prepare and communicate monthly, quarterly and annual financial statements.
- Providing training, guidance and orientation to all Managers on their budgets, financial statements, and G/L's within their departments. Meet with managers on an individual basis monthly to ensure sound program funding management.
- Provide financial information and support to the Executive Director and the senior management team.
- Studies and standardizes procedures to improve efficiency & expedites workflow within the finance department and between programs and the finance team.
- Make recommendations to streamline and/or reduce operational costs.

- Develop Budget submissions for new proposals.
- Reconcile the Visa monthly.
- Provide financial oversight including journal entries, general ledger entries, etc.
- Maintain confidentiality of agency, staff, and finances.
- Maintains harmony among workers and resolves grievances effectively.
- Other related duties, as requested.

Financial Reporting

- Maintain accurate financial reporting schedule; and complete financial reports to Provincial and Federal funders.
- Develop, monitor and report on Administration cashflows; and create quarterly consolidated financial statements for the Board of Directors and the Executive Director;
- Prepare financial reports; and invoices as outlines in Service Agreements;
- Corresponds directly with funders; to ensure contract financial commitments are met.

Budget Analysis

- Conduct monthly variance analysis and recommend solutions to over and underspending monthly, quarterly;
- Communicate with funders about significant variance, and negotiate solutions.

Audit and Annual Tasks

- Prepares and coordinates all financial data in preparation for the auditor; and assists in preparation for the annual audit.
- Reviews the Auditors management letter and supports management to prepare a draft board response if any key issues or areas of growth are identified.
- Completes Annual charities return
- Works with ED to implement any auditor recommendations.

QUALIFICATIONS

- Bachelor of Finance, Business or other related degree with significant Fund Accounting Experience; CPA, CGA, or CMA preferred.
- Experience with Sage 50, Payworks and Microsoft Office Suite
- Experience working with Aboriginal Not For Profit Societies;
- Communicate well in English orally and written
- Criminal Records & Credit check a requirement of the position;
- Physically, emotionally, and mentally able to perform the duties as outlined above.

CLOSING DATE - Open until suitable candidate is selected.

APPLICATION PROCEDURE

Please send your (1) resume; and (2) cover letter by email to Leslie Varley, Executive Director

Email: lvarley@bcaafc.com

We thank all that apply, but only those selected for interview will be contacted.

Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants