



Multicultural and Immigrant Services Association of North Vancouver Island

JOB TITLE: Finance Manager

REPORTS TO: Executive Director

WORK HOURS: Full time 35 hours a week

COMPENSATION: \$35-\$40 an hour

POSITION SUMMARY

Reporting to the Executive Director, the Finance Manager is responsible for the management and administration of financial operations within the organization. This includes developing, maintaining, and providing expertise for financial processes and controls, while ensuring compliance with the organization's Governance and Operational Policies, Funder Requirements, the Society's Act, and the Charitable Act. Additionally, the Finance Manager ensures compliance with accounting policies and regulatory requirements in accordance to MISA's standards, and supporting the implementation of systems and processes associated with working with Federal and Provincial government funders.

CORE COMPETENCIES

- Attention to detail
- Strategic thinking
- Analytical thinking
- Budgeting and forecasting
- Communication skills
- Leadership and Team Management

KEY DUTIES AND RESPONSIBILITIES

Core Functions:

- Prepare all financial claims and reporting to funders
- Maintain ongoing familiarity of funding contracts and guidelines:
 - Understand and provide updates as to how changes and amendments will impact funding contracts.
 - Provide financial expertise and recommendations to the management team so that the organization adheres to funder requirements, MISA policies, CRA, and federal / provincial policies.
- Assure financial plans are consistent with organizational goals.
- Provide financial analysis tools to evaluate special projects, programs, capital expenditures, employee compensation, products costing and producing metrics for decision making.
- Manage finance staff.

Bookkeeping and Record Keeping Duties:



- Overall responsibility for Accounts Receivable, Accounts Payable, Payroll, Accounting activities, and financial reporting.
- Annual Payroll Filing, T4s, T4As and related
- Bi-annual GST filing
- Preparation of Year End for Annual Review or Audit
- Overseeing with budgeting, cash flows, and project expense management; generate Project Expense Reports for managers as required.
- Prepare quarterly reports for Board finance committee.
- Prepare monthly reports for Executive Director (monthly bank reconciliation, AP, AR)
- Responsible for all accounting transactions, related systems, and issuing financial statements

Planning and Projection

- Identify trends and map out yearly fluctuations to expenses
- Setting financial management goals
- Maintain a Work Plan and revisit every 3 months to update and plan accordingly
- Develop and improve timely financial reports for Management Team, Executive Director and Board
- Liaise with auditor(s) and oversees year-end audit / assessments

QUALIFICATIONS:

Required:

- Bachelor's in Business Administration or related field
- Certified Professional Bookkeeper preferred, or a minimum of 5-7 years relevant experience, ideally with non-profit financial management experience
- Demonstrated proficiency in Excel, Sage 50 Accounting, and related financial software programs.
- Fluency in English – (fluency in other languages a valuable asset).
- The person must have a valid BC driver's license and reliable transportation.
- The person must have a satisfactory vulnerable sector criminal record check.

Preferred Skills, Knowledge and Experience:

- Proficient in complex accounting systems and possesses strong understanding of technology in the area of financial management
- Well-developed planning, organizing, controlling and time management skills; this is a self-directed position.
- Ability to foster positive relationships with co-workers, government officials and external contacts.
- Experience working with immigrants and/or visible minorities; knowledge of the impact of immigration is a plus.
- Knowledge of community resources and experience working with community agencies.
- Previous experience in supervising and or supporting staff.



How to apply...

Applications must include a **cover letter** and **resume** detailing how you meet the requirements of this position and why you want to join the Immigrant Welcome Centre team. Incomplete applications will not be accepted.

Please submit applications to Jasper.Broer@immigrantwelcome.ca by 5:00 p.m. on Friday, February 9th.

Thank you for your interest in joining our team. Please note we do not accept phone calls and only those candidates that are chosen to move on in the hiring process will be contacted. Good Luck!

This position description is meant to be thorough, but it is not exhaustive. Therefore, other duties and responsibilities will be assigned from time to time. Additionally, it will be required, at times, to work outside normal working hours and / or outside the organization's facilities depending on the schedule of workshops, activities and events.