

JOB POSTING –Director of Finance

Overview:

Mission Association for Community Living is a registered charity with an annual budget of around \$9 million and expanding. Located in Mission, British Columbia, the organization supports individual with disabilities, children who require extra support and their families.

We are currently inviting applications for the position of Director of Finance.

Application Deadline: March 2, 2018

Cover letter and resume to Jason Hughlett, Director of HR

Email: jason.hughlett@macl.bc.ca

Mail: 33345-2nd Avenue, Mission, BC V2V 1K4

Fax: (604) 826-9611

Please reference competition number #01020918A in your application.

This senior management position reports to the Executive Director and is directly responsible for:

- Management of payroll and accounting functions, systems, policies and procedures
- Management and oversight of the 3-person staff team involved in payroll and accounting
- Ensure compliance with GAAP
- Preparation, monitoring, and management of budgets, financial statements including detailed variance analysis
- Support to the Executive Director and leadership team in their respective roles by maintaining and providing timely reports and analytical services (e.g., financial, statistical, performance metrics).
- Ensuring overall organizational financial compliance with regulatory bodies and funders
- The review, analysis, reporting and renewal of expenditures, applicable contracts
- Reviewing, recommending and creating policies, procedures and systems to eliminate/mitigate risk exposure.
- Documenting and developing where necessary, business processes and accounting policies to maintain and strengthen internal controls.

Necessary Qualifications

- Accounting Designation with at least 3 years' experience (non-profit experience an asset)
- Experience supervising staff and/or running a finance department
- Expertise in external audits, banking liaison, contract and budget management
- In-depth understanding of GAAP, tax laws, and CRA reporting requirements (including those for charities)
- Accuracy and attention to detail while working under tight deadlines.
- Confidence in communicating with various types of individuals.
- Good interpersonal and customer service skills.
- Able to build and maintain lasting relationships with MACL departments and key business partners.
- Ability to build and maintain positive interpersonal relationships with various external representatives and internal stakeholders
- Tech savvy including proficiency in Sage, ComVida, and advanced Excel skills including Vlookups and pivot tables
- Ability to adapt to and learn new software
- Approved Criminal Record search
- Physician's report verifying good physical and mental health

Position: Permanent full time, 35 hours weekly

Location: Mission, British Columbia