



inclusion Powell River Society
 201 – 4675 Marine Avenue
 Powell River, B.C. V8A 2L2
 Phone: (604) 485-6411 Fax: (604) 485-6419

Posting # 17-046

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| Position Title | Manager of Financial Services |
| Program | Administration |
| Job Status | Exempt |
| Salary | Competitive Salary |
| Hours of Work | Full Time 37.5 hours per week |
| Closing Date | July 15 2017 |
| Apply for this position | apply@inclusionpr.ca |
| This position is open to male and female applicants | This position is an exempt position |

Inclusion Powell River is a CARF accredited non-profit community agency offering programs and services to adults and children on the Northern Sunshine Coast. We are currently seeking an Accountant.

Qualifications:

The incumbent must be a designated accountant (CPA), possess strong MS Excel skills, be familiar with CRA regulations as they pertain to charitable institutions, possess strong administrative and organizational skills, and have experience with non-profit organizations. Experience with Comvida will be an asset.

Responsibilities:

- Carries out all aspects relating to the daily financial management of the operation
- Posts all day-to-day transactions including A/R, A/P and month-end J/V's
- Prepares/oversees all cheques, payroll, charitable donations, direct deposits, etc.
- Posts all revenues and tracks all deferred revenues on a monthly basis
- Reconciles bank accounts on a daily basis
- Monitors and manages cash flow. Transfers funds as required between investment and operating accounts
- Verifies all payroll and ensures that the payroll service is properly administering the payroll
- Verifies all changes in staff and salary are appropriately communicated to the group benefits



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Responsibilities Continued:

- Verifies all changes in staff and salary are appropriately communicated to the group benefits provider and ensures that staff portions of benefits are correctly allocated
- Prepares supporting spreadsheets as needed
- Creates and maintains fixed files of items of a long-term financial nature, including donations made with specific instruction, fixed assets, insurance, etc.
- Has a detailed understanding of the funding dollars given to the organization and ensures that revenues and expenses are allocated accordingly
- Investigates monthly revenue and expense variances, recording root-cause explanations for material variances
- Prepares monthly financial statement package and presents it to the Executive Director, Treasurer and other members of the Finance Committee
- Prepares all information required for the annual audit, including preparing all lead sheets and ensuring all advance information is ready for the audit period
- Assists in budgetary process working with the Executive Director and the Treasurer
- Creates and maintains spreadsheets regarding submission of union dues/staff seniority
- Participates on the finance committee
- Ensures that all procurement, and financial policies and procedures are followed and makes recommendations for their development as the need arises
- Assists in preparing and evaluating budgets for new funding proposals and provides support to the Executive Director in creating financial reports to funders
- Recommends improvements to internal financial reporting systems
- Assists in the development and analysis of investment plans, business plans and financial proposals
- Analyzes the agency's tax profile and identifies general tax issues
- Identifies and advises on compliance and filing requirements
- Prepares and files necessary returns in accordance with legal requirements
- Other duties as assigned by the Executive Director or Treasurer.



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Characteristics:

The successful candidate must demonstrate their ability to:

1. Act competently with honesty and integrity
2. Carry out work with a desire to exercise due care
3. Protect the confidentiality of information
4. Maintain and enhance the professional reputation of the Society.
5. Provide financial leadership and guidance to all departments within the organization.

Requirements for Ongoing Employment:

- Criminal Record Check
- Medical doctor's letter of good physical and mental health
- TB test
- A valid WCB approved First Aid Certificate (OFA Level 1)
- Access to a safe, well-maintained vehicle with appropriate insurance

How to Apply:

Please send a resume and cover letter, electronically attention to: Pat Townsley =
ptownsley@inclusionpr.ca

We thank all candidates for their interest in this position, but only those invited to an interview will be contacted.