

INCLUSION POWELL RIVER JOB DESCRIPTION

Job Title: **MANAGER OF FINANCIAL SERVICES**

Job Contribution:

Reporting to the Chief Operating Officer, the Manager Financial Services prepares, plans, administers, and interprets financial information for the society and its' subsidiaries. He/she provides records of assets, liabilities and financial transactions and produces financial statements, reports and summaries. They are responsible for the cash flow projections and management of cash. During the fiscal period, make recommendations on cost containment strategies/financial system improvements and develop long-term budgets. They ensure annual audit preparations are completed and provide auditors with necessary documentation for a cost effective audit process.

She/he works closely with the Finance Committee of the Board of Directors and ensures all financial services meet the accountability standards required by legislation, generally accepted accounting principles, funders and accrediting bodies. They are also responsible to guide the agency's financial services in a manner that results in the strategic goals of the agency and the outcome requirements of all funders being met.

Additionally, the Manager of Finance provides program leadership, vision and direction to inclusion Powell River's financial staff and associated leadership within all departments. She/he supports teamwork, and builds morale within the department and throughout the agency as whole and contributes to decision making as part of the senior leadership team. The Manager of Financial Services is responsible for payroll and benefits as well as for the processing of accounts payable and receivable. She/he oversees the agency's technology services which includes supervising in-house staff as well as external contractors. May be required to manage the purchase and maintenance of equipment, buildings and vehicles.

Division: Administration

Reporting Relationships: The Manager of Financial Services reports to the Chief Operating Officer.

Grid Level: Excluded

KEY DUTIES AND RESPONSIBILITIES:

1. Prepares, plans, organizes and directs the provision of financial services for the agency for both existing and new programs and subsidiaries of inclusion Powell River.
2. Provides support to the senior leadership team in developing long range and strategic plans. Works with the financial services team to ensure the fulfilment of the strategic goals and objectives set out in the plan. Actively participates and cooperates with other members of the leadership team to resolve and implement operational and administrative issues.
3. Provides support to the senior leadership team to develop policies and practices that are in keeping with the mission, vision and values of inclusion Powell River. Maintains accounts and/or supervises and directs staff to produce and provide timely, accurate reliable and meaningful financial information for inclusion Powell River and its subsidiaries.
4. Monitors expenditures, journal and ledger entries, bank statements, account activity and other accounting and financial records. Ensures financial recording accuracy and compliance with generally accepted accounting principles (GAAP) and established accounting standards, procedures and internal controls. Investigates and corrects or reports unusual or questionable entries or account balances. Reports updates to the Chief Executive Officer, Chief Operating Officer and Board Finance Committee.
5. Ensures timely attention to receipt of income and payments and completes a ledger of accounts payable and receivable records.
6. Oversees the payroll. Ensures timely attention to and completion of payroll according to established timelines. Ensures that the requirements of the Collective Agreement are met and all requirements of Work Safe BC and the Canada Revenue Agency are met for inclusion Powell River and its subsidiaries.
7. Administers benefits plans. Ensures timely attention to and completion of benefit tracking. Recommends adjustments or changes to benefits plans. Ensures that the requirements of the Collective Agreement are met.
8. Prepares cash flow projections and other financial reports and summaries. Makes recommendations to improve individual, departmental or organization accounting and management practices and/or systems to the COO, CEO and the Board Finance Committee. Follows through on decisions made and reports back on progress. Ensures departmental and organization staff are trained and aware of accounting systems, standards and expectations.
9. Ensures monthly analysis of accounts and budget variances are prepared. Analyzes results and/or discusses major variances with the responsible Program Manager or the Chief Operating Officer. Assists the leadership team to follow up to ensure adequate resources are available to meet program commitments.

10. Prepares monthly financial statements for all program areas and posts to Sharevision to ensure access to all program leaders. Coaches leaders in understanding, monitoring and managing their program budgets. Ensures each manager/ coordinator has a system in place to monitor and review all statements on a monthly basis to ensure budgets are on track and any overexpenditures and shortfalls are addressed. Establishes a meeting schedule with each leader to support this work.
11. Prepares reports to meet the contractual requirements of each program as required and ensures these meet funder expectations and timelines ie CLBC/MCFD service hours report where required, etc
12. Participates as an active member of the Board of Director's Finance Committee. Prepares and reviews monthly operational financial reports highlighting the current financial status of the society and any changes impacting this status. Brings forward recommendations for planned expenditures and any potential liabilities to this committee.
13. Provides labour relations related data as required. Provides input or participates in Labour Management meetings as required.
14. Participates in the recruitment, selection and orientation of accounting staff. Provides ongoing supervision, evaluation and training of accounting staff. Models excellent communication, coaching and team work skills.
15. Oversees Technology for the agency including oversight of all support staff both in-house and contractors. Ensures all departments have the technological resources to do their work and that these are consistently maintained and upgraded as needed.
16. Ensures that all reports are completed as required for all accounting functions ie GST, Work Safe BC, Charitable Tax Reports and other related audit related requirements and prepares and represents the organization during the yearly audit process.
17. Conducts special studies, makes presentations. Stays informed of and promotes best practices in accounting services. Is responsible to ensure that employees are familiar with and implementing best practice.
18. Prioritizes work effectively.
19. Maintains positive working relationships with all inclusion Powell River staff.
20. Participates enthusiastically in the evaluation process and training opportunities. Contributes to a learning organization by self-reflecting on their practice, sharing ideas and contributing to planning and discussions about service, and seeking input and support when concerns or questions arise.
21. Adheres to inclusion Powell River mission statements, the Operations Manual, CARF Standards, and to inclusion Powell River policies. Reviews the Cultural Diversity Plan annually and participate in training provided by inclusion Powell River.

22. Routinely promotes inclusion Powell River's commitment to diversity and respect for cultural diversity in how we interact with clients and colleagues.
23. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

Education, Training and Experience:

Completion of grade 12 and a recognized professional accounting designation is required along with three years of progressively more responsible accounting, planning and budgetary control, administrative and/or human resource management experience. Education and knowledge of non-profit community based programs and services is preferred.

Job Skills and Abilities:

Demonstrated teamwork and supervisory skills.
Demonstrated financial report preparation and analysis skills.
Positive and creative problem solving abilities.
Ability to work under pressure and meet cyclical deadlines.
Ability to organize work and carry out the duties of the position with independence.
Excellent ability to manage and operate computerized accounting and payroll systems.
Superior oral, interpersonal and written communication skills.
Keen understanding of technology

Additional Information and Requirements:

Renew Criminal Record Search every 5 years
Medical doctor's letter of good physical and mental health.
TB Test
Use of a safe, well-maintained personal vehicle is required.

The ability to function independently and frequently under pressure, while managing multiple concurrent projects and deadlines is required. Long work days and evening/weekend work is sometimes required to meet deadlines effectively or to facilitate participation in meetings and conferences.

Ergonomic Considerations:

Managers spend a significant amount of time at their desks. Attention to height and support of chair, height and support of arm rests and positioning of keyboard and screen is required. Additionally, all staff are expected to ensure they use the telephone with proper body mechanics to avoid neck stress.

