

Position Title: MANAGER FINANCE

Reports To: Director of Finance and Administration, SARA for Women

Job Location: MWSS

Job Overview:

This Finance Manager is responsible for the day to day financial transactions of SARA for Women. The Finance Manager reports to the Director of Finance and Administration taking great care for the input of all transactions in a complex multi-funder environment. The Finance Manager must be able to make sound business decisions specifically in cash flow, program budgeting and overall financial management and reporting in the long and short term.

The Finance Manager is responsible for the evaluation, development and discipline of Finance staff.

Organizational Status:

SARA is a feminist, non-profit society providing safe refuge and community-based resources for women in Mission and Abbotsford. SARA stands for Support, Acceptance, Resources and Action. SARA operates transitional, short and long-term housing facilities, as well as, counselling and outreach services. SARA has approximately 85 employees, including approximately 40 casuals. SARA is a member of the BCGEU and has unionized, as well as, excluded employees. Financially, SARA for Women is supported through government and non-government grants, financial endowments and charitable donations.

Responsibilities and Duties:

Strategic:

- Assist with the development of a financial strategy aligned with the organization's mission, principles and values
- Contributes to the development and implementation of short and long-term financial goals, policies, priorities, and procedures relating to financial management, budget, and accounting.
- Ensures effective quality/risk management activities are followed and contributes to the development of policies and procedures to minimize organizational risk
- Develops framework for new technology to meet the organization's financial data processing, controls and reporting requirements
- Functions in a confidential planning and advisory role as an integral member of the SARA management team.

Operational:

- Upholds and evaluates accounting department operations, policies and procedures
- Ensures accounting, budgeting, business, payroll and auditing procedures are in place and functioning properly; ensures practices comply with external and internal audit requirements
- Responsible for the installation and maintenance of accounting records to show receipts and expenditures.
- Manage the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.
- Participates in cost analyses and rate studies to make recommendations
- Ensures internal audits involving review of accounting and administrative controls are performed regularly
- Establishes system controls for new financial systems and develops procedures to improve existing systems
- Assists with the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls
- Tracks the organization's financial status and performance to identify areas for potential improvement

- Reviews, analyzes and interprets financial data, providing recommendations to Director of Finance and Administration on significant variances and trends requiring immediate action or mitigation
- Assists with the preparation of monthly and annual reports and statements
- Distributes Program financial statements to Program Managers and answers any queries on the distribution of income or expenditures
- Assist with the annual budget preparation and forecasting.
- Oversees grant and funding applications, as well as fund recording and reporting
- Reconciliation of all balance sheet accounts; including bank reconciliations
- Reconciles cash donations received to separate data base
- File and pay all applicable remittances: Income tax, EI, CPP, Worksafe BC, MPP and employee benefits
- Produces and files the Gaming Summary

External Audit and Financial Reporting:

- Responsible for the planning and execution of the year-end external audit;
- Financial reporting as required by the Society's funding agencies

Human Resources:

- Responsible for the evaluation, development, and discipline of Finance department staff with direction given to administrative assistants.
- Provides leadership to the Finance department staff by coaching, professional development and performance appraisal
- Participates in the development of essential service plans, as a member of the Management Team
- Performs bargaining unit staff duties during a strike or lockout

Qualifications and Skills

- Bachelor's Degree in accounting, finance, or a related field
- Working towards a professional accounting designation (e.g. CPA)
- A minimum of 3 years of experience in a financial management position
- Non-profit experience is preferred
- Excellent computer skills in Excel and other MS Office suite of products
- Understanding of data privacy standards
- An equivalent combination of education, training and experience will be considered

Competencies

Strategic Thinking

- Understands, interprets, explains and applies relevant municipal, provincial and federal policy, law, regulation and court decisions
- Ability to set goals, create and implement action plans, monitor progress towards goals, and evaluate the process and results

Problem Solving/Judgement

- Strong problem solving and conflict resolution skills; can consult effectively with managers to develop solutions to moderately complex organizational and financial management issues

- Effective decision maker; able to assess situations to determine the importance, urgency and risks; able to execute on clear and timely decisions in the organization's best interests

Communication

- Highly professional and exercises sound judgment, discretion and confidentiality
- Listens well and encourages open exchange of information and ideas using appropriate communication
- Excellent communication skills with the ability to speak clearly, logically and persuasively, and to prepare clear, concise and comprehensive correspondence

Leadership

- Creates connections, trust and shared meaning with diverse individuals and groups
- Models core qualities such as honesty, integrity, resilience, and confidence
- Self-aware; understands personal assumptions, values, principles, strengths and limitations
- Understands the need for ongoing personal and professional development; actively seeks opportunities for personal learning, character building and growth
- Takes responsibility for personal actions, performance and health

If you are interested in this position please **Submit your cover letter and resume to:**

Human.Resources@saraforwomen.ca

Subject: Manager of Finance

SARA promotes the principles of anti-oppression, diversity and inclusion. We strive to represent the diverse communities that we serve. Individuals from First Nations, diverse ethno cultural origins, religions, abilities and sexual orientations are encouraged to apply.

Successful applicants will be required to provide a Criminal Record Check for Vulnerable Populations

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone inquiries please.