



Opportunity: Accounts & Finance Manager

NexusBC Community Resource Centre is a non-profit organization with offices in Vernon and Enderby. We have been serving the needs of our community for 35 years. We provide services for independent seniors, job seekers, newcomers to Canada and anyone who needs assistance with information and navigation. For more information, our website can be viewed at <https://www.nexusbc.ca>.

We have an opportunity for a new Accounts & Finance Manager to join our organization. This Executive-level role oversees all financial aspects of the organization including accounting, business support, financial reporting and budgeting. The Accounts & Finance Manager also ensures that our non-profit organization fulfills all reporting requirements according to the BC Societies Act and the Canada Revenue Agency. The Accounts & Finance Manager is part of the Executive Management team at NexusBC, and reports directly to the Executive Director.

As the organization's financial lead, you bring significant experience in a computerized accounting environment, particularly with Sage 50. You are also able to see the big picture and take a strategic approach to financial management for NexusBC. You are a team player who can interact well with internal and external contacts including employees, management, contractors and regulators to ensure the smooth operation of the financial department. You also demonstrate a high level of skill with Microsoft Office tools, with particular proficiency using Excel.

Key Responsibilities

Accounting

- Develop, implement, and manage financial policies, systems and procedures in accordance with generally accepted accounting principles (GAAP)
- Ensure compliance with regard to all accounting transactions including accounts payable, accounts receivable, bank reconciliations and petty cash
- Ensure timely processing of invoices, payables and receivable using Sage 50
- Monitor and reconcile the general ledger and ensures appropriate allocation of expenses to programs as set out in the budget
- Provide training, supervision and performance management of Financial Clerk

Financial Management

- Responsible for strategic financial direction for the organization, providing advice and leadership to the Executive Director
- Prepare and/or co-ordinate the preparation of financial statements, summaries, and management reports on a monthly basis or as needed
- Ensure federal and provincially-legislated reports are completed and filed in a timely manner, including annual Charities return, annual BC Society report, WorkSafeBC payments and GST

- Manage financial aspects of all grants, contracts and donations
- Working with the ED and management team, coordinate annual NexusBC budget process, consolidate budget forecasts for approval of the Board of Directors
- Monitor and manage all cash flow, investments and serve as liaison with banking partners
- Strategic management of investments; provide recommendations and investment strategies to Executive team and Board of Directors
- Evaluate financial reporting systems and accounting procedures, make recommendations for changes to procedures, operating systems, budgets and other financial control functions
- Identify and report to the Executive Director any trends that are critical to NexusBC's financial performance
- Manage NexusBC year-end and works with CPA of record to prepare Notice to Reader
- Work with the NexusBC CPA to ensure assets are properly recorded, amortized, and disposed of appropriately
- Manage all company insurance policies including Professional Liability, Commercial General Liability, Cyber Security, Directors and Officers, and Volunteer

Payroll/Benefits

- Oversee all payroll processing procedures using Payworks, ensuring employees are paid accurately, and in a consistent manner
- Main contact for benefits provider; ensure all employees are enrolled in benefits program, payments and employee deductions are processed through Payworks
- Monitor and negotiate benefits package, and seeks competitive bids regularly
- Manage employee group Registered Retirement Savings plan contributions, employee deductions and reporting
- Adhere to provincial and federal legislation including the BC Employment Standards Act, BC Workers' Compensation Act, and the Canadian Human Rights Act

Additional Responsibilities

- Attend all meetings of the Executive team to keep Executive Director and Managers abreast of financial information and potential issues
- Acts as Privacy Officer for the organization to ensure NexusBC, its programs, and its staff adhere to the Office of the Information & Privacy Commissioner for BC's enforcement of the Personal Information Protection Act (PIPA) and the Freedom of Information and Protection of Privacy Act (FIPPA) to ensure that personal and confidential information is secure and stored in compliance with current legislation

Qualifications/Skills

- Post-secondary education in accounting (diploma, degree) with CPA designation preferred and/or 5 years+ progressive accounting experience in a non-profit environment (preferred); a suitable combination of education and experience will be considered
- Thorough understanding of the accounting cycle and fund accounting method, and its application in a non-profit organization (preferred)

- Extensive knowledge and experience with Sage 50 accounting and payroll systems (Payworks preferred); Canadian Payroll Association certification or equivalent and/or experience an asset
- Demonstrated ability to work to monthly and year-end deadlines
- High level of proficiency with Microsoft Word, Excel and Outlook
- Knowledge, understanding, and the ability to apply Generally Accepted Accounting Principles (GAAP); adherence to standard practices such as transparency and ethical practices
- Understanding of and experienced with financial reporting obligations for non-profit societies and charities
- Ability to analyze, refine and present appropriate financial information to management and Board

Wage range for this position is \$35-\$40 depending on experience. To apply for this position, please submit a cover letter and resume to Pam Myers, Executive Director, pmyers@nexusbc.ca for consideration. Estimated start date for this position is November 1, 2023, or sooner if possible.

NexusBC will provide you with an inclusive work environment where teamwork is the norm. We like to combine work and play, and provide all employees with free parking and your birthday off with pay! We offer competitive wages, a good benefits package and an opportunity to give back to your community every day. If this feels like a good fit for you, we welcome your application.