Opportunity: Financial Manager

NexusBC Community Resource Centre is a non-profit organization with offices in Vernon and Enderby that has been serving the needs of our community for 35 years. We provide services for independent seniors, job seekers, newcomers to Canada and almost anyone who needs assistance of some kind.

We have an opportunity for a new Financial Manager to join our organization. As the Financial Manager, you will oversee the financial health of the organization, including accounting, bookkeeping, financial planning and reporting, payroll, benefits administration, and budgeting. The Financial Manager is also the lead on ensuring that our organization fulfills all reporting requirements according to the BC Societies Act and the Canada Revenue Agency. The Financial Manager is part of the Executive Management team and the Board Finance Committee, and reports directly to the Executive Director. The wage range for this position is $37-$45/hour based on a 37.5 hour week.

Key Responsibilities

You will work closely with the Executive Director and the Board Treasurer, with the following responsibilities:

- Develop, implement, and manage financial policies, systems and procedures in accordance with generally accepted accounting principles (GAAP)
- Ensure compliance with internal financial and accounting policies and procedures regarding all accounting transactions including cash management, accounts payable, accounts receivable, payroll, and petty cash
- Prepare and/or co-ordinate the preparation of financial statements, summaries, other financial management reports
- Develop and maintain timely and accurate financial statements and reports; Ensure federal and provincially-legislated reports are completed and filed in a timely manner
- Manage NexusBC budgets including budget preparation, timelines and prepare budget forecasts
- Develop and oversee all payroll processing procedures and benefits administration ensuring employees are paid in a timely and accurate manner
- Adhere to provincial and federal legislation including the BC Employment Standards Act, BC Workers' Compensation Act, and the Canadian Human Rights Act
- Manage and monitor all bank account activity; liaise with bank personnel to ensure NexusBC's needs are being met
- Identify and report to the Executive Director any trends that are critical to NexusBC's financial performance
- Evaluate financial reporting systems and accounting procedures, make recommendations for changes to procedures, operating systems, budgets and other financial control functions
- Manage all company insurance policies including, but not limited to: Professional Liability, Commercial General Liability, Cyber Security, Directors and Officers, and Volunteer policies
- Set-up and register new employees for payroll and benefits in a timely manner
- Prepare all supporting information for the year-end accounting and liaise with the Board's Treasurer and external Accountant as necessary

Core Competencies

- Knowledge, understanding, and the ability to apply Generally Accepted Accounting Principles (GAAP); adherence to standard practices such as transparency and ethical practices
- Understanding of financial reporting obligations for
- Understanding of fund accounting and the accounting cycle and how it pertains to operations non-profit societies and charities
- Commitment to professional development continuous learning as needed
- Highly organized and structured

Qualifications

- University degree in accounting, business administration, financial management, or related field
- CPA designation or working towards is required
- Minimum two years' experience working with fund management, government funded programs and non-profit organizations
- Excellent computer skills with experience using Quickbooks Online accounting software, MS Excel, Word, and Outlook
- Ability to create and manage budgets effectively
- Experience preparing and presenting financial reports
- Canadian Payroll Association certification or equivalent course work and/or experience an asset
- Experience with Payworks an asset

You will be required to provide a clear RCMP criminal record check for vulnerable sector as a condition of employment.

We offer our employees competitive wages, a good benefits package, professional development opportunities and your birthday off with pay!

If you are interested in applying for this position, please submit your resume and cover letter to pmyers@nexusbc.ca. This position will remain open until filled. Start date for the successful candidate is as soon as possible.