



JOB TITLE: Director of Finance
REPORTS TO: Chief Executive Officer
LOCATION: Nanaimo, BC
PURPOSE: Financial and Administrative leadership for the BCFSC

Primary Responsibilities:

Foster financial and administrative leadership, efficiency, systemization disciplines throughout the organization by taking a lead role in managing assets, controlling costs, preparing budgets, financial reporting, administrative management and participation in strategic and business planning.

Specific Accountabilities include:

1) Financial Controls:

- Ensures appropriate financial controls in financial reporting, allocation of resources and cash management, in accordance with Canadian accounting standards for not for-profit organizations, and other established professional standards and statutory requirements.
- Accountable for the organization's audit, including all meetings with auditors.
- Delivers required finance, bookkeeping and accounting and payroll functions for the organization, ensures adequate separation of duties and administrative staff development.

2) Financial Reporting:

- Responsible for timely, accurate, complete and high quality financial and management reporting, including cash forecasting, revenue reconciliation, month-end reporting and balance sheet preparation in addition to annual financial statements.
- Provides management support to the Audit and Finance Committee of the Board of Directors, and oversees the preparation of all financial reporting required by the executive and Board of Directors.
- Accountable for preparing GST returns and complying with all other statutory reporting requirements.



3) Financial Planning/Analysis:

- Organizational leader in identifying needs, developing and implementing effective financial policies and procedures.
- Leads the budgeting process within the organization ensuring it is aligned with stated goals and objectives. Monitors compliance and advises executive team of any discrepancies, whether actual or projected.
- Provides input into both operational and strategic decision-making.
- Works with the executive team to develop strategic and business plans to facilitate overall organizational objectives and program management.
- Is a key member of the executive team managing funding relationships, including reporting requirements and negotiations for funding renewal

4) Risk Management:

- Responsible for identifying risk management strategies and developing, implementing and exercising business continuation plans.
- Responsible for BCFSC's financial document management and retention process.

5) Administrative leadership

- Develops and implements financial policies as necessary for the efficient running of the BCFSC.
- Monitors and ensures consistent financial practices are utilized throughout the organization.
- Manages BCFSC's benefits program.

Demonstrated Qualifications:

- Relevant undergraduate degree and appropriate financial designation is required.
- The ability to work on a consultative basis to improve operational decision-making through effective decision-support metrics.
- Interpersonal sophistication and an ability to interface positively at all levels of the organization.
- A pro-active, action-oriented approach to problem solving.
- Strong presentation skills and credibility.

Qualification Preferences:

- Post-secondary degree in accounting or finance and a Chartered Professional Accounting Designation (CPA, CA, CMA, CGA).
- Minimum of 5 years' experience in a financial leadership role for a private or not-for-profit organization.