

Prince George & District ELIZABETH FRY SOCIETY
Finance Manager (Exempt)
Job Description

Job Summary:

The Finance Manager of the Elizabeth Fry Society and the Elizabeth Fry Housing Society is responsible for planning, leading, organizing and controlling all corporate operational services, including financial and administrative systems, and facilities management. This role leads a team of finance, human resources, and support staff. The Finance Manager will ensure a broad and strategic approach to supporting the growth and development of the organization, providing financial insight and analysis. You demonstrate professionalism, leadership, and best practices with employees, Board members, partners and the public. This position safeguards the agencies' financial status, reputation and assets by ensuring the accuracy and integrity of financial data and financial planning, and supports employees in their development.

This position reports directly to the Executive Director and will work collaboratively as a member of the Senior Leadership Team.

Reports to: Executive Director

Pay Level and Grid: Exempt Management Position; based on qualifications and experience

Responsibilities:

General:

- Actively participates on the management committee;
- Contributes to the overall agency success, using a service-centred philosophy;
- Pro-actively supports departments and staff, communicating best practices and processes;
- Provides supervision and leadership of finance and administration team

Finance:

- Coordinates and manages annual budget preparation, audits, long-term financial planning and financial accountabilities;
- Provides monthly financial reports to Board of Directors, quarterly financial reviews with program managers;
- Ensures the general ledger and accounting entries are posted accurately, completely and on a timely basis;
- Ensures all balance sheet accounts are reconciled and adjusting entries are posted;
- Ensures payroll processing and employee benefit administration are timely and accurate;
- Prepares and conducts analysis of monthly and annual financial reports, monitors cash flow and financial reporting;
- Prepares preliminary draft annual financial statements and year end working documents;
- Ensures working papers and supporting documents required by the auditors are prepared in a timely manner;
- Ensures grant contract and funding consistency and compliance, prepares financial reports for funders as required; manages complex partner and funder project reporting systems;
- Designs and manages financial and accountability functions for capital projects;
- Establishes, maintains and monitors all accounting systems including payroll, vendor systems, fundraising, capital asset management, contracts;
- Establishes and monitors compliance with operating financial policies, procedures, and internal controls;
- Maintains currency with federal and provincial legislation and reporting requirements;
- Ensures regulatory compliance in all aspects of financial management and reporting;

- Acts as the primary contact for banks and investment agencies, auditor, funding agencies, government agencies;
- Ensures managers have access to current and accurate information on their projects, and supports managers and staff in their understanding of program and agency finances, standards, and compliance;
- Ensures all financial material is maintained, stored, and managed appropriately, tracks all capital assets, leads initiatives to improve finance processes across the agencies and ensures financial systems are used to the best extent of their capacity;
- Manages insurance policies for the agencies and their assets;
- Ensures agency systems are sustainable and protected by continuing to practice and work with the systems
- Extensive experience with Canadian financial reporting guidelines for non-profits, GAAP, and CRA regulations and guidelines;
- Superior accuracy and attention to detail;
- Demonstrated ability to analyze, synthesize and integrate information to inform practice and long-term planning;
- An understanding of the charitable, non-profit and social service sectors – direct experience within the following sectors will be considered an asset: mental health and addictions, homelessness and housing, violence against women, and/or the criminal justice/legal system;
- Demonstrated commitment to feminist, anti-racist and anti-oppressive practice, and harm reduction principles;
- Excellent interpersonal, leadership and communication skills.
- Other duties as assigned.

Human Resources

- Manages and supports the posting, hiring, orientation and performance management of employees.
- Oversees employee benefits systems, works to ensure employees are supported in understanding and accessing benefits within the agencies' commitments.
- Works collaboratively with departments to plan and implement HR services and initiatives.
- Addresses employee relations issues professionally; facilitate or undertake employee relations discussions, investigations and actions where necessary.
- Manages the storage or HR-related information.
- Supports the growth, mentorship and career development of employees.
- Ensures compliance with relevant laws and regulations.
- Fosters a culture of open communication and collaboration within and across teams.
- Leads various projects as required.
- Participates on rotational on call (approximately one week every 6 to 8 weeks)
- Other duties as assigned.

Education, Training and Experience

Required Qualifications:

- Professional accounting designation, CPA or CAFM, and a minimum five (5) years' experience at a similar level of responsibility.
 - At least five (5) years of progressive senior leadership experience in a not-for-profit setting, preferably in a unionized environment;
 - At least five (5) years of experience in a not-for-profit environment developing and administering all aspects of financial services including budget preparation, monthly and quarterly financial analysis, payroll, accounts payables and receivables, audit activities, financial policies and procedures, and other related functions;

Skills and Abilities:

- Demonstrated understanding of and commitment to the philosophy and mission of the Elizabeth Fry Society.
- Demonstrated ability to manage complex information and workload while meeting timelines and standards.
- Demonstrated understanding of GAAP for non-profits, internal controls, and financial reporting.
- Self-starter, able to work independently and in groups, demonstrated ability to collaborate effectively.
- Excellent verbal and written communication and comprehension skills, including presentation skills.
- Demonstrated ability to work with initiative, professionalism, using sound analytical and problem-solving skills.
- Demonstrated effective conflict management, mediation, and remediation skills.
- Ability to maintain confidence and exercise good judgment.
- Excellent at thinking critically and logically while identifying the underlying principles, reasons, or facts.
- Strong ability to build and maintain trusting relationships.
- Ability to use appropriate technological resources.