

**Prince George & District Elizabeth Fry Society
Finance Manager (Exempt – Full-time)
Job Posting**

The Prince George & District Elizabeth Fry Society is a leading non-profit employer, and a feminist-centred organization working to serve vulnerable women and families in north-central BC. We are committed to integrity, service excellence, employee development and support, community leadership, and continuous reflection on our practice and our meaning. We like to create energetic and positive work places! As Finance Manager, based in Prince George, you support both the Elizabeth Fry Society and the Elizabeth Fry Housing Society. This is an exciting opportunity for a versatile, hands-on professional who is both creative and diligent. 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.

We are looking for someone with the following:

- Professional accounting designation, CPA or CAFM, and a minimum five (5) years' experience at a similar level of responsibility.
- Relevant experience in non-profit environment or human resources an asset.
- 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.

We offer a competitive wages, municipal pension plan, extended health and dental benefits.

- **Closing Date: 4:00 PM June 2, 2023**
- Please submit your cover letter and resume electronically with **Finance Manager Application** in the subject line to shannon@pgefry.bc.ca
- We thank all applicants in advance for their interest and only those shortlisted will be contacted.

Diversity, equity and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. PG and District Elizabeth Fry Society encourages applications reflecting diversity of sexual orientation, gender identity or expression, racialization or ancestry, diverse abilities, political and religious beliefs, marital or family status, age and /or status as a First Nation, Metis, and Inuit or Indigenous person and any other equity seeking groups. We wish to reflect the richness of the diverse community of persons we serve.