



Internal/External Posting #2018-03

Finance Manager (Excluded)

Our team is hiring a Finance Manager to provide financial operations' expertise, strategic planning and support accounting activities for SHARE Family and Community Services. Reporting to the Chief Executive Officer, the Manager will be responsible for supervising the Accounting department located in our office in Coquitlam. Bring your finance and accounting expertise, leadership skills and commitment to a role where you can really make a difference!

As Finance Manager and a member of the SHARE senior staff team, you will be responsible for:

A staff team of 4 and a total agency budget of \$7M, including contracts with the municipal, provincial and federal governments and the United Way. The role includes oversight of financial operations for SHARE Society, as well as 43 Housing (SHARE's sister society responsible for affordable housing). Specific activities will include:

Financial Planning:

- Developing and monitoring annual and long-term financial plans for the agency
- Making recommendations to improve organization accounting and management practices and/or systems.

Reporting & Analysis:

- Preparing monthly analysis of accounts and budget variances
- Coordinating reporting and other information requirements related to the contractual requirements of funders as well as annual and other audits.

General Accounting:

- Supervising accounting staff and activities in payroll, accounts receivable and accounts payable
- Ensuring sound internal controls are in place and effective accounting practices are being used in compliance with generally accepted accounting principles (GAAP) and established accounting standards

Payroll Services

- Supervising and ensuring the accurate and timely dispersal of payroll
- Leading benefit and insurance administration

Corporate Finance & Treasury:

- Overseeing all aspects of corporate fund management and financial assurance including investments, cash flow management and balance sheet management

Performing other related duties as required.

Skills and Abilities:

- Well-developed oral, written and interpersonal communication skills.
- Proficient leader, able to achieve results through others in a team environment.
- Demonstrated financial report preparation and analysis skills.
- Demonstrated ability to manage and operate computerized accounting and payroll systems.
- Strong ability to work in a time sensitive, multi-project environment.
- Ability to plan, organize, problem-solve and prioritize work.

Qualifications:

Bachelors' degree as well as graduation from a recognized accounting program (CA, CGA, CMA) and a recognized member in good standing with the appropriate association.

At least 2 years' experience working with a not-for-profit organization.

Job Type: Full-time

Start Date: March 26, 2018

Compensation

- Salary commensurate with experience
- Benefits include 100% employer paid health and other benefits, including: life, long term disability and extended health and dental; four (4) weeks annual vacation; enrolment in the Municipal Pension Plan.

Job Application Requirement:

Please submit your resume and cover letter quoting posting number 2018-03 to: Claire Maclean, CEO
claire.maclean@sharesociety.ca

SHARE is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of visible minorities.

We thank all applicants in advance for their interest; however only those under consideration will be contacted.