

Job Posting # ADM 2025-01

Position Title: Manager of Finance
Department: Administration
Reports to: Executive Director
Start Date: ASAP
Hours: Temporary Part-time – 21 hours per week, 3 days. 7 hours per day.
Salary: Exempt Position \$50.00 to \$58.00 per hour.

Job Summary:

The Manager of Finance is a strategic and hands-on role, responsible for overseeing all financial activities of LCSS. This includes managing budgets, financial reporting, forecasting, payroll and ensuring compliance with regulations and policies. The successful candidate will play a critical role in supporting the organization's mission by maintaining financial health and enabling sustainable growth.

Key Duties and Responsibilities:

- ❖ Develop and oversee the organization's annual and monthly budgets in collaboration with the Executive Director and departmental managers.
- ❖ Monitor financial performance, including revenue and expenses, and prepare variance analyses.
- ❖ Prepare Agency Finances for Annual Audit and work closely with Auditors
- ❖ Direction and control of accounting and financial activities, including bookkeeping, payroll, account reconciliation, cash flow, preparation of financial reports, estimates, summaries and statements, etc.
- ❖ Develop, prepare and review financial aspects/ budgets for funding proposals, grants and applications.
- ❖ Work in collaboration with funders from BC provincial ministries and federal departments to ensure program compliance.
- ❖ Provide financial information and recommendations to Program Managers, Executive Director and the Board of Directors.
- ❖ Managing and supervising payroll staff.
- ❖ Maintain current awareness of development in the HR and Labour relations field.

Reporting and Compliance

- ❖ Ensure accurate and timely reporting to funders, including government agencies and donors.
- ❖ Prepare for and coordinate annual audits, ensuring compliance with accounting standards and policies.
- ❖ Ensure adherence to federal and provincial regulations, including CRA compliance for non-profits.
- ❖ Development and implementation of financial administration and control policies, systems and procedures.

- ❖ Liaison with government and community agencies on matters related to financial administrative functions.
- ❖ Assistance in management and monitoring of facilities and equipment of the organization.
- ❖ Management of information systems.
- ❖ Participation in Risk Prevention, Management and accreditation activities.
- ❖ Other related duties may be assigned by the Executive Director.

Qualifications, Experience and Abilities:

- ❖ Diploma and/or degree in Business Administration with additional field-related education, training and experience.
- ❖ Professional Certification (CPA) is considered a definite asset.
- ❖ Proficient in Microsoft Office applications including Excel, Word, Outlook, PowerPoint, and Teams.
- ❖ Proficient in Accounting (AccPac – Sage) and Payroll (Paydirt) software.
- ❖ Familiar with a variety of concepts, practices and procedures, as it relates to Accounting/Finance and Payroll.
- ❖ Demonstrated supervisory and management skills.
- ❖ Ability to organize workload to ensure cyclical deadlines will be met.
- ❖ Ability to prioritize multiple tasks in a fast-paced environment.
- ❖ Ability to work independently and as part of a team.
- ❖ Ability to work effectively to achieve objectives with managers, staff, community groups, agencies and organizations.
- ❖ Experience in non-profit organization and unionized environment is considered an asset.
- ❖ Excellent communication skills, both oral and written.
- ❖ Excellent organization and time management skills.
- ❖ Excellent accuracy and attention to detail.
- ❖ Ability to maintain confidentiality.

Additional Information:

- ❖ This position is excluded from Union Membership.
- ❖ This position is open to all applicants.
- ❖ This position may require you to work outside office hours and office environment.
- ❖ Use of personal vehicle with appropriate business class insurance may be required.
- ❖ Mileage is paid where driving for work performed is required. Mileage is not paid for driving from residence to worksite and vice versa.
- ❖ Criminal Record Check is required.

TO APPLY:

Please reply (email) with Cover Letter and Resume, quoting the Posting Number: **ADM 2025-01**
Attention: HR
5339- 207 St, Langley, BC, V3A 2E6
Email: HR@lcss.ca

Please note that only persons selected for an interview will be contacted.