



Finance Manager Job Description

Position: Finance Manager

Worksite: Administrative Office

Status: Exempt

Hours: 32 hours per week

Salary Range: \$63,277 - \$77,308

Summary:

Under the direction and supervision of the Executive Director, the Finance Manager is responsible for the IWAV's financial management. Key responsibilities include budgeting, financial record keeping and reporting using a variety of software. Employee records and payroll, as well as benefits management for union and exempt employees must be timely and accurate. Reports are required in a variety of formats and timelines by external funders, grantors, government agencies and related organizations. The Finance Manager will continually seek to streamline and improve policy and procedures to ensure IWAV financial health.

The Finance Manager manages administrative staff to support them in their duties.

The Finance Manager is part of the IWAV leadership team and is responsible for modelling the IWAV values of in the vision of community working together to eliminate violence and abuse. This includes supporting and working with other IWAV leaders to ensure continuity of programs and services across the organization. IWAV leaders are expected to create an environment that is welcoming and accessible.

Qualifications:

Education, training and experience

- Financial Management degree or bookkeeping diploma or equivalent combination of training, experience and education
- At least 3 years of bookkeeping experience, including payroll and benefits administration, with preference for experience in a unionized environment
- Experience working in a non-profit or charitable organization, including grant administration
- Proficient technology skills including a working knowledge of Microsoft Office, accounting software and other systems
- Experience managing system changes
- Experience in information management, aligning with privacy and confidentiality legislation

- Proven ability to manage employees

Job Skills and Abilities

- Detail oriented with high standards for accuracy
- Excellent oral, written, and interpersonal communication skills
- Effective time management skills in a fast-paced work environment
- Demonstrated ability to work cooperatively within a team environment
- Demonstrates critical, innovative and strategic thinking
- Creative problem-solving skills

Key Areas of Responsibility:

Accountability

- Reports to and meets regularly with the Executive Director to discuss financial management matters and status
- Maintains current knowledge of and complies with IWAV's mandate, mission, policies, procedures, standards of practice, and collective agreement
- Maintains strict confidentiality of information gained because of employment with IWAV
- Alerts the Executive Director promptly of any extraordinary circumstances, including financial, legal or ethical issues that may arise
- Must agree to a criminal records check and a credit check

Financial Management:

- Maintain accurate financial records for the organization according to general accepted accounting procedures (GAAP), including class accounting
- Ensures integrity in IWAV documentation – general ledger, accounts payable, accounts receivable, payroll and health benefits, bank accounts, investments, donations, grants and government funding
- In conjunction with the Executive Director, prepare and update all budgets, including program, grant and special projects. Prepares regular program financial reports for provincial ministries and grant financial reports as needed
- Ensures timely processing of tenant rents (pre-authorized deposits and bank deposits)
- Maintain employee and volunteer records including tracking certifications, criminal record checks, and compliance with legislation
- Prepare payroll on a bi-weekly schedule, file monthly payroll liabilities and annual T4's
- Maintain all benefit payments and reporting for MPP, health plan and WorkSafe BC
- In cooperation with the Project Manager and Executive Director, maintain capital building project financial records, including contractor files, insurance and expense payments
- Provide internal financial statement preparations in a timely manner, as requested by Executive Director or Board Treasurer
- Prepares year end documentation to provide to the accountant for the annual audit

- Prepares tax receipts for donations and prepares the T3010 annual charity return
- Informs and consults with the Executive Director regarding proposed extraordinary expenditures
- Performs other related duties as required

Personnel Supervision:

- In consultation with the Executive Director, the Finance Manager will recruit, interview and select qualified staff
- Provides supervision to administrative staff, including hiring, orientation, training, supervision and evaluation
- Participates in all actions of progressive discipline of administrative staff
- Manages staff in accordance with IWAV Personnel Policies and Procedures and the Collective Agreement

Administrative Support and Communications:

- Ensures IWAV mail and deliveries are picked up and distributed
- Manages administrative office supplies and equipment
- Maintains insurance documentation and supports renewal processes
- Manages security, telephone and technology accounts to support ongoing operations
- Performs other related duties as required

Community Liaison and Public Relations:

- Works to develop and maintain strong links and good relationships with other community agencies, contractors and the public
- Always represents IWAV positively and professionally