

 GEORGE DERBY CENTRE	Position: Finance Manager	Reporting To: Executive Director
	Approved By: Executive Director	Review/Revision Date: February 2023

Job Summary:

Under the direction of the Executive Director and in cooperation with the Leadership Team, the Finance Manager is responsible for planning, organizing, directing, and controlling financial and information management (IM) services for George Derby Centre in accordance with generally accepted accounting principles, BC Housing, Veterans Affairs Canada and Fraser Health Authority guidelines, and the George Derby Vision, Mission, and Values statement.

Responsibilities and Duties

1. Plans, organizes, monitors, and evaluates financial, accounting, budgeting, and information management (IM) services for George Derby and within the parameters of the approved strategic plan and the direction of the Executive Director.
 2. Analyzes current financial and IM indicators and trends and advises the Executive Director and the Board’s Finance Committee on strategies to achieve optimal outcomes.
 3. Ensures the preparation of annual and capital budgets in accordance with sound financial principles, the strategic plans of George Derby Centre, and the financial goals established by the Executive Director and the Board.
 4. Ensures the timely and accurate preparation of monthly, quarterly, and year-end financial statements, and provides relevant detail and interpretation to the ED and the Finance Committee, including reporting on significant variances from budget.
 5. Ensures appropriate preparation for year-end financial audits and implementing recommendations as agreed upon by the auditors, the ED, and the Finance Committee.
 6. Develops, implements, and monitors effective financial controls as required by GAAP, the auditors, government agencies, the Finance Committee, and the Executive Director, including purchasing policies, signing authority protocols, payroll procedures and other control systems.
 7. Supervises the performance and task coordination of the Senior Accountant and Payroll and Benefits Coordinators.
 8. Ensures the timely and accurate submission of financial reports required by Fraser Health, Veterans Affairs Canada, BC Housing, or other government agencies.
 9. Advises on investment and borrowing strategies and implements investing and borrowing decisions as directed by the Executive Director and the Finance Committee.
 10. Interacts with residents in a manner that respects their individual rights and dignity, ensuring privacy and confidentiality are always maintained.
 11. Maintains a current knowledge of and complies with the approved policies and procedures.
 12. Performs other related duties as required.
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Safety Responsibilities

- Demonstrates a commitment to communicating, improving, and adhering to safety policies in the work environment.
- Reports all incidents and near misses. Reports are to be made in writing.
- Report all concerns related to resident behaviours, even if no incident/injury occurs. Reports are to be made in writing.
- Always follow safe work procedures and act safely in the workplace.
- Actively participate in all training provided to you for your safety.

Qualifications:

- A Chartered Professional Accountant with recent experience in a senior accounting position or a combination of education and accounting experience considered acceptable by George Derby Centre.
- Proven experience utilizing computerized financial and accounting systems and the design and implementation of management information and payroll systems.
- Knowledge of current applicable legislation and professional standards and demonstrated initiative in keeping abreast of advances in accounting and information technology services through active participation in continuing education and professional self-development.
- Ability to observe and analyze problems and to implement changes where necessary to improve efficiency of working conditions.
- Proven experience safely and efficiently operating all equipment associated with the duties of the position.
- Fluent in English and able to understand written and oral instructions consistent with a level of formal education equal to high school graduation (grade 12) or an equivalent acceptable to George Derby Centre.
- Personal qualities and attitudes that demonstrate the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with residents, staff, visitors, and volunteers.
- Able to function effectively as a team member and at times work independently with a minimum of supervision.
- Experience in a not-for-profit and union environment considered an asset.
- Experience in working with a Board of directors considered an asset.

SALARY AND BENEFITS

- Starting at \$80,000 annually
- Competitive salary based upon skills and experience
- Benefits package

CONTACT:

To learn more about the role or apply, please email recruitment@georgederby.ca
