

## **Finance Manager | Comox Valley Child Development Association**

Established in 1974, the Comox Valley Child Development Association (CVCDA) is honoured to reside on the unceded traditional territories of the Pentlatch, E'iksán and K'ómoks First Nations.

The CVCDA is a dynamic, multi-service not-for-profit agency dedicated to supporting children and families with a wide-range of programs for children, youth and young adults with developmental delays and disabilities. Our services have spanned across 47 years in the Comox Valley and we have grown to become one of the largest CDA's on Vancouver Island.

This is a tremendous opportunity for someone who aspires to make a difference, sharing your skills to help us maximize and strengthen the internal capacity of our well-respected organization.

In addition, we are seeking a candidate who will display a strong desire to be a part of the larger community contributing to the health and well being of the families and children of the Comox Valley with an understanding of the unique intricacies of a non-profit organization. You will thrive on a challenge, and enjoy being in our hub of activity with people who love what they do!

### **Job Summary**

This part-time Finance Manager position combines operational and strategic responsibilities to ensure the financial health and sustainability of the organization. The Finance Manager will have responsibility for financial operations, external and internal reporting and analysis, ensuring grant and regulatory compliance and financial accounting and ensure planning related to programs and organizational strategic direction and growth, compliance and management financial strategy for the long-term growth and sustainability of the organization.

The Finance Manager will also support the following areas: business planning and budgeting, human resources and administration including, partnering with the Executive Director and the Board of Directors to continue to enhance quality programming and build capacity.

The CVCDA offers a competitive salary, benefits plan and a flexible work schedule. This position is a .75 FTE (28 hrs/wk).

### **Qualifications**

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration
- Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset
- Extensive professional experience; ideally six-plus years of broad financial and operations management experience

### **Financial Management**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all funders, and oversee all financial, project/program and grants accounting
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board of Directors; assess any changes necessary
- Maintain the agency's good standing and compliance with Charities Directorate
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep ED and Board up-to-date with the organization's financial status
- In consultation with the Finance Committee; provide monthly reports, effectively communicating to the board of directors on the financial status, critical matters and well being of the agency
- Perform and manage bookkeeping functions including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Manage organizational cash flow and forecasting
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Update and implement all necessary business policies and accounting practices; improve the overall financial policies and procedures
- In consultation with HR, assist with payroll functions to ensure that employees are paid in a timely and accurate manner
- Oversee the employee insurance and benefits plans
- Ensure employee compensation is in compliance with the Health Sciences Association (HSA) bargaining agent
- Process and submit statutory and benefits remittances on time
- Issue annual T4s and T4As

### **Administration**

- Work closely and transparently with all external partners including third-party vendors and consultants
- Advise on appropriate technology that meets the organization's financial requirements
- Oversee the management of all leases, contracts, insurance policies and other financial commitments
- Maintain all professional certifications to ensure that the organization is compliant
- Provide support with the agency's fundraising activities through the Annual Children's Telethon

**Knowledge, Skills and Abilities**

- Professional, dependable and reliable
- Expertise with generally accepted accounting principles and the use of accounting software
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge or experience working in a union environment
- Understanding of the non-profit sector and unique needs of a non-profit organization
- Excellent communication skills, written and oral
- Ability to foster and maintain positive working relationships in a professional manner
- Ability to work cooperatively and effectively with agency teams to set budgetary goals, resolve problems, and make recommendations that enhance organizational effectiveness
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities with the ability to manage multiple tasks in a busy environment
- Ability to work effectively with and relate to people of diverse cultures and backgrounds

**Preference given to applicants who also have:**

- Experience with grant writing processes and grant reporting requirements and;
- Experience with government contracts and reporting

**Notice: Employees of the CVCDA are required to provide proof of being fully vaccinated for COVID19 and will be required to obtain boosters as necessary and set out by agency policy.**

**Resume and references to:** Cindy Xavier, Executive Director, CVCDA, [cindy@cvdda.ca](mailto:cindy@cvdda.ca)