

# Employment Opportunity

**Job Title:** Director of Finance

**Starting Date:** This position is available for an immediate start date

**Hours:** Full-Time, Monday - Friday. 9am - 5pm

**Salary:** \$75,000 - \$100, 000 (Commensurate with experience)

**Benefits:** Employer covered extended medical and dental. RRSP Matching program. Hybrid working environment available. Generous vacation and sick time.

**Status:** Full Time Management Employee

## **Position Summary:**

Do you long to be employed in a career that really matters? Advocate Life & Education Services Society, is searching for an experienced and process driven individual for the Director of Finances position, working out of their head office in Abbotsford, B.C.

The Director of Finance is responsible for the overall financial health and integrity of Advocate Life & Education Services Society. The Director of Finance is a member of the leadership team that provides support to the Executive Director in leading the organization. As a department head, this position includes the management of the financial, and donor management functions. The ideal candidate has a bachelors degree in accounting and has extensive experience overseeing the financial department of a registered Canadian charity.

## **Major Responsibilities:**

### **Financial Oversight**

- Oversee, create, and maintain proper systems and processes for Bookkeeper related to the proper management of all the financial transactions of the society including A/R, A/P, bank reconciliations, and compliance.
- Create and manage the yearly budget in partnership with the Executive Director and other department heads.
- Prepare monthly, quarterly, and yearly financial reports for the various departments and the board of directors. Ensure GAAP compliance
- Attend and contribute to the presentation of external financial statements at our annual AGM.
- Prepare year-end working papers for external accountants and ensure all documents of compliance are filed yearly with CRA (T3010) and BC Societies.
- Assist the Executive Director in monitoring ongoing budgetary expenditures and revenues.

- Supervise all aspects of payroll.
- Evaluate, create, and innovate new processes and procedures for all of Advokate's financial management systems with a goal of maximizing efficiency.
- Recommend, develop, and implement effective policies in order to ensure the integrity of Advokate's financial systems.

#### **Donor Management**

- Ensure all incoming donations are properly recorded and receipted in accordance with CRA rules for charities.
- Manage and maintain Advokate's growing list of supporters including keeping databases up to date and processing and tracking all monthly donations.

#### **Staff Management**

- Supervise current Finance staff, including yearly evaluations.
- Hire new staff for the Finance Department as needed.

#### **Knowledge, Skills & Abilities:**

- Highly organized with superior attention to detail skills (High "C" on the D.I.S.C. assessment).
- Solid understanding of GAAP accounting for charities.
- Proficient at Quickbooks, Excel, Word, with a demonstrated ability to learn new programs.
- Proficient at creative problem solving.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and adept at building long-term relationships.
- Ability to work independently and to plan, organize and multi-task while paying attention to detail.
- Ability to work with and implement a wide variety of software programs and online tools related to financial management and streamlining workflow.
- Working knowledge of contemporary online databases to further process automation.
- Strong life affirming belief in the mission, vision and values of Advokate Life & Education Services and all of its programs.

#### **Preferred Education, Training & Experience:**

- Degree in accounting or equivalent working experience.
- Five years of experience in a financial management position in the non-profit or charitable sector, including direct experience recruiting and supervising staff.
- Experience developing and implementing efficient financial control processes and strong internal controls for an organization.
- Effective analytical skills and experience to provide sound financial direction to senior management team based on budget preparation and financial reporting

**Please email resume and cover letter  
to: [marie@advokate.ca](mailto:marie@advokate.ca)**