



Job Title: Director of Finance

Date Revised: November 2018

Reports to: Executive Director

Job Description:

The Director of Finance and Administration is responsible for managing administrative functions, the office and all financial matters. This includes management of the financial and administration technical functions and the supervision of staff members responsible for those functions. The incumbent participates in developing Community Connections annual business plan and budget, monitors progress toward achieving business plan targets, establishes and maintains information tracking systems, including manual and electronic schedules and document control systems, provides accurate and timely customer service to staff, volunteers and funders as needed, and coordinates all Community Connections office operations and special projects as needed. In addition, the Director, will work with and provide support to the Executive Team as well as ensuring compliance with relevant legislation and CARF.

Key Duties and Responsibilities:

1. Develops, manages and supervises effective administrative procedures to ensure the efficient operation of the Society's administration, office and finance departments; ensures appropriate resources and facilities related support, supplies and equipment. Maintains contact with Program Directors/Managers as required for payroll, compensation expense transactions.
2. Manages and maintains the document control system, including updating and culling as necessary
3. Develops and implements relevant Community Connections policies and procedures with compliance to CARF standards
4. Maintains currency and organizational integrity of electronic files for Community Connections
5. Develops and monitors the annual budget, performs monthly budget control, reconciles expenses
6. Manages and supervises the Finance & Administration department and associated staff and liaises with external auditors as required to ensure accurate financial management and reporting
7. Coordinates documents required for audit preparation and review
8. Liaises with Program Directors and Program Managers regarding, IT services, human resources and financial services
9. Manages the recruitment and performance development of administration, IT and finance department
10. Monitors Human Resources records for Community Connections' staff
11. Assumes responsibility for establishing and maintaining effective business relations with vendors, outside vendors and regulators and professional trade groups
12. Assumes responsibility for related duties as required.

Qualifications:

Education/Certification

Relevant post-secondary degree or equivalent, senior level or graduate of a recognized accounting program or equivalent education and experience

Required Knowledge

An in-depth knowledge of financial theories, principals and practices; a knowledge of manual and automated financial and accounting systems and controls and the system and control and reporting requirements of Community Connections and its funders



COMMUNITY CONNECTIONS (REVELSTOKE) SOCIETY
www.community-connections.ca

Advanced knowledge and experience in the use of computerized payroll systems, human resource capital management systems and technology
Advanced knowledge of Collective Agreement requirements
Knowledge of key components of the British Columbia Employment Standards Act
Leading and understanding a financial audit
Budget compilation, variance analysis and forecasting
Establishing budgeting frameworks
Researching and purchasing Directors and Officers, and Commercial General Liability insurance policies
Financial Management in a not-for-profit organization in receipt of grants from numerous funding sources;
Risk assessment and management
Knowledge of the governance of societies and charitable organizations.

Experience Required

Five or more years of high level accounting experience, Government funding contracts and payroll and human resource management systems
Experience with government regulations with respect to registered charities
Experience in accounting systems (Sage & other), database management and bookkeeping

Closing Date: Open

Starting Date: TBD

Applications must include a current resume with a cover letter stating your qualifications and education for the Posted Position to:

*Thomas Zuliniak, Human Resource Specialist
Community Connections (Revelstoke) Society
Box 2280, Revelstoke, B.C. V0E 2S0
Email: tzuliniak@community-connections.ca*

And,

*Sheena Bell, Executive Director
Community Connections (Revelstoke) Society
Box 2280, Revelstoke, B.C. V0E 2S0
Email: sbell@community-connections.ca*

Thank you for your interest and application; only short listed candidates will be contacted.