



Community  
Connections  
REVELSTOKE SOCIETY

## JOB POSTING

June 2022

External Posting

**Position Title:** Director of Finance (Maternity Leave)

**Reports to:** Executive Director

**Job Description:**

Reporting to the Executive Director, the Director Finance provides financial leadership to the Society, and is responsible for planning, managing, and controlling the administrative and financial operations of the organization. This includes all aspects of financial management including accounting functions, banking practices, investment management, financial reporting, grant management, budget and audit processes and overseeing the finance team





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### **Community Connections Values:**

Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. You embrace Community Connection's values, vision and mission while treating individuals as leaders in their own lives. You contribute to an environment of continuous learning and seek to join a compassionate and supportive workplace.

### **Mission Statement:**

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community by providing and advocating for accessible, responsive social services.

### **Values Statement**

In providing our services we value:

- ❖ Diversity
- ❖ Belonging
- ❖ Individuality
- ❖ Respect
- ❖ Human Dignity
- ❖ Relationships
- ❖ Connection to Community
- ❖ Individuals & Families

### **Vision Statement**

By 2022, Community Connections (Revelstoke) Society will continue to be recognized by our community, the region and the province, as a leader for the provision of quality, responsive & socially just services.





**Key Duties and Responsibilities:**

1. Administers and maintains the accounts and financial records of the Society, and monitors receipts and expenditures, and ensures overall reconciliation of finances.
2. Develops, manages, and supervises effective administrative procedures to ensure the efficient operation of the Society's administration and finance departments; ensures appropriate resources and facilities-related support, supplies and equipment. Maintains contact with all personnel as required for payroll, compensation expense transactions.
3. Develops and monitors the annual operating budget, by providing monthly financial reports to Board, Executive Director, and Program Directors. Includes monitoring and reconciling revenue and expenses, and analysing variances.
4. Works closely with Program Directors to establish and monitor departmental and specific grant budgets. Ensures the financial reporting requirements of various funders are met and liaises with external auditors as required.
5. Manages and supervises the Finance department and associated staff. This includes managing the recruitment and performance management of finance team members.
6. Develops and implements relevant Community Connections policies and procedures with compliance to CARF standards.
7. Coordinates documents required for annual audit and/or review preparation.
8. Works closely with the Human Resources team to ensure timely and accurate biweekly payroll processing, annual pension reporting and annual payroll returns.
9. Liaises with managers regarding IT services, human resources, and financial services.
10. Assumes responsibility for establishing and maintaining effective business relations with vendors, outside vendors and regulators and professional trade groups
11. Assumes responsibilities for related duties or projects as required or assigned.





## Qualifications:

### Education/Certification

1. Bachelor's degree majoring in accounting or related discipline.
2. Ideal candidate will hold a CPA designation or equivalent education and experience will be considered.

### Required Knowledge

1. An in-depth knowledge of financial theories, principles 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.
2. Advanced knowledge and experience in the use of computerized payroll systems and technology.
3. Advanced knowledge of Collective Agreement requirements re compensation.
4. Knowledge of key components of the British Columbia Employment Standards Act.
5. Leading and understanding a financial audit. Budget compilation, variance analysis and forecasting
6. Establishing budgeting frameworks
7. Researching and purchasing Directors and Officers, and Commercial General Liability insurance policies
8. Financial Management in a not-for-profit organization in receipt of grants from numerous funding sources.
8. Risk assessment and management
9. Knowledge of the governance of societies and charitable organizations.

### Experience Required

1. Five or more years of high-level accounting experience.
2. Government funded contracts and payroll systems.
3. Experience with government regulations with respect to registered charities.
4. Experience in accounting systems (Sage & other), database management and all manner of recordkeeping & bookkeeping.

### Organizational Competencies

1. Excellent human relations abilities.
2. Excellent oral and written communication and presentation abilities.
3. Solid analytical and technical skills.
4. Detail oriented, highly efficient with exceptional organizational skills;  
Able to use all related hardware and software.
5. Ability to translate strategic priorities into specific operational requirements.
6. Demonstrated skills to work effectively and accurately under pressure to meet deadlines.





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**Additional Information:**

**Wage:** In accordance with the Community Connections Wage Grid.

**Benefit Packages:** Comprehensive medical, dental benefit and pension packages available based on eligibility and completion of probationary period.

**Location:** Main Office and other Community Connections locations as necessary.

**Hours:** 30-35 hours weekly.

**Closing Date:** Open until filled

**Start Date:** September 6<sup>th</sup>, 2022

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

Jake Sloots  
Human Resources  
Community Connections (Revelstoke) Society  
Ph: 250 837 2920 Ext. 110  
Email: [hr@community-connections.ca](mailto:hr@community-connections.ca)

Community Connections is a CARF accredited organization

