



**Job Title:**

Manager of Finance

**Location:**

Revelstoke, BC

**Position Type:**

Full time, 35 hours/week

**About Us:**

Community Connections (Revelstoke) Society (CCRS) has been providing a wide range of professional integrated social services to Revelstoke and the surrounding community for more than 20 years. We have over 15 full-time staff, 2 service sites and over 20 social service programs offered to adults and children alike. As we continue to advance our mission, we are seeking a skilled and experienced Manager of Finance to provide financial leadership to the Society.

In this position, you will play a key role in maintaining the financial health of the organization and providing leadership to the Finance team. You'll be responsible for planning, managing, and controlling the administrative and financial operations of the organization, and supporting the Executive Director in strategic financial planning.

**Key Responsibilities:**

- Administer and maintain the accounts and financial records of the Society, ensuring accurate reconciliation of receipts and expenditures.
- Develop and supervise administrative procedures to enhance the efficiency of operations, including payroll and facilities support.
- Prepare and monitor the annual operating budget and cash flow, providing monthly financial reports to the Board and Executive Director.
- Collaborate with the Executive Director on departmental and grant budgets and ensure compliance with financial reporting requirements for various funders.
- Lead and manage the Finance department, including recruitment and performance of finance staff.
- Oversee the preparation for external audits and ensure timely biweekly payroll processing, annual pension reporting, and annual payroll returns.
- Provide financial analysis and manage special projects as needed.
- Liaise with Team Leads regarding HR, IT services, and financial control policies.





### **What You Bring:**

- A bachelor's degree in Accounting or a related discipline; a CPA designation is preferred but not required.
- Five (5) or more years of full cycle accounting experience, including preparing financial reports for management, boards, and external stakeholders.
- Strong understanding of generally accepted accounting principles (GAAP), budget compilation, variance analysis, and forecasting.
- Experience managing financial operations in a not-for-profit organization, including grant management from multiple funding sources.
- Knowledge of the BC Employment Standards Act, government regulations for registered charities, and GST.
- Proficiency with accounting systems (Sage or similar), Excel, and payroll systems (ADP or similar).
- Proven ability to lead financial audits, assess and manage risk, and ensure financial compliance.
- Excellent communication, human relations, and presentation skills.
- Strong analytical abilities, attention to detail, and organizational skills, with the ability to manage multiple priorities and meet deadlines under pressure.
- Excitement to apply your financial expertise to ensure the Society has the financial stability to make a lasting impact!

### **Why Join Us?**

- Opportunity to work closely with a dynamic team in an engaging, and purpose driven work environment.
- Competitive compensation package, including pension and medical and dental benefits.
  - Starting wage in accordance with the Community Connections Wage Grid \$40 per hour
- Permanent full time, working 37.5 hours per week in our main office.

### **How to Apply:**

Please apply via [Indeed](#) or on our website [application form](#)

