



ann davis transition society

Finance Manager – Job Description

Job Title: Finance Manager

Job Site: Ann Davis Transition Society Admin Office – 9046 Young Road, Chilliwack, BC V2P4R6

Position Type: Permanent -Full-time

Reports to: Executive Director

Hours: 35 hours (Monday to Friday 9:00 am to 5:00 pm with occasional evenings and weekends as required.

Annual Salary: \$69,160 to \$76,440

To Apply: Email cover letter and resume/CV with 2 references: to HR@anndavis.org.

Job Overview

The Finance Manager is responsible for performing the bookkeeping and accounting functions of the organization. This role ensures accurate recording of all financial data and provides timely financial information through monthly and quarterly financial reports to the Executive Director, or designate, and external funders, as required. The Finance Manager is responsible for accounts receivable, accounts payable, compliance reporting, and the preparation of the annual audit information. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society.

Job Duties and Responsibilities

- Under the direction of the Executive Director, code and record financial transactions per Generally Accepted Accounting Principles (GAAP).
- Produce timely monthly financial statements and other reports for the Executive Director, the Board of Directors, all levels of government, and funders.
- Monitor cash, manage petty cash, and gift cards, and perform monthly bank reconciliations.
- Manage accounts payable: coding, processing, cheque preparation, and timely payments.
- Review expense claims and general payables for completeness, accuracy, and coding
- Manage accounts receivable: billing; receiving funds; and bank deposits.
- Provide donation data to administrator for preparation of receipts.



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- Reconcile balance sheet accounts.
- Prepare all remittances and compliance reports for all reporting authorities and funders.
- Understand and ensure compliance with reporting requirements of funders, as required.
- Proficiency in Charitable and Societies rules and reporting requirements.
- Liaise with and support Auditors in preparation of the annual audit.
- Ensure timely completion of year end so financials are available for the Annual General meeting.
- Assist the Executive Director in the preparation of budgets and other financial reports by providing relevant and correct documentation, accounting summaries, and historical statistics.
- Processing company bi-weekly payroll and submissions of employee Record of Employments
- Processing year-end Tax reports.
- Ensure adherence to all payroll procedures and processes and ensure compliance to legislations such as Employment Standards, Canada Customs and Revenue Agency and Income Tax Act & Regulations
- Create payroll and labour-related reports as required.
- Reconcile union remittances and prepare journal entries.
- Respond to unemployment claims, verifications, and statistical reporting.
- Respond to request of payroll information by Service Canada and other regulatory authorities.
- Municipal Pension Plan yearly payroll reporting with BC Pension Corporation.
- RRSP Contribution submission bi-weekly
- Support Human Resource with payments for benefits.
- Work alongside Human Resource in CSSEA reporting.
- Ensure all reports are completed and submitted accurately on time.
- Other accounting and financial functions, as required.

Qualifications

- Post-secondary certifications in bookkeeping and payroll accounting.
- Experience in financial control methods, accounting principles, and financial statement preparation, preferably within the not-for-profit sector.
- Proficient in the use of Sage 50 and familiar with payroll software.
- Advanced knowledge of MS Excel
- Satisfactory Vulnerable Sector Criminal Record Clearance.
- A valid B.C. Driver's License (Class 5 or Class 7), and a suitable driver's abstract.
- Documentation that you are legally entitled to work in Canada.
- A reliable personal vehicle.



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Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. Only applicants that have been shortlisted will be contacted.

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

The Director of Housing Programs and Services will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.



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