

**Job Title:** Financial Manager

**Terms:** Full-time (37.5 hours per week – but would consider a 0.6 or 0.8 FTE for the right candidate)

**Salary Range:** \$81,600 to \$107,100 per annum plus health benefits

**Location:** Vancouver, BC (but hybrid or remote work arrangements within BC can be considered)

**Closing Date:** September 14, 2023

## ABOUT THE OPPORTUNITY

### Job Summary:

The Finance Manager works closely with the Executive Director to develop and implement financial policies, procedures, and controls to ensure Rise's financial stability and growth. This role leads all day-to-day accounting operations and is responsible for the delivery of accurate accounting and payroll, risk management services, and administration of RRSP and benefit plans. This role will also work closely with Rise's Fund Development Manager and Office Manager.

### Essential Duties and Responsibilities:

#### Financial Management & Accounting

- Manages and maintains Rise's accounting system, including accounts payable and receivable, employee expense claims, and payroll.
- Ensures compliance with CRA regulations.
- Leads the budgeting and planning process alongside the Executive Director and supports the Executive Director with budgeting, cashflow forecasting, and financial reporting to funders and Board of Directors.
- Leads and oversees Rise's financial reporting, including monthly, quarterly, and annual financial statements and reports, ensuring accurate and timely reporting for the Executive Director and Board of Directors.
- Develops, implements, and administers internal controls, financial management systems, and financial policies and procedures.
- Ensures that all financial transactions are accurately recorded, and that proper documentation is maintained through QuickBooks.
- Reconciles monthly activities.
- Prepares charitable receipts.
- Manages banking relationship and investments.
- Provides financial analyses and recommendations to the Executive Director to support decision-making and strategic planning.

- Ensures compliance with all relevant policies, procedures, and internal controls.
- Manages and oversees the Office Manager and Bookkeeper on issues of payroll, bookkeeping, and contracts management.
- Coordinates and leads the annual audit process; liaises with external auditors and the Executive Director.
- Ensures legal and regulatory requirements are met, including applicable laws and regulations related to payroll, employment, and taxation.
- Reviews, maintains and revises as necessary a comprehensive risk management plan to protect the organization, employees and volunteers from liability and other claims.

#### **Business Development and Revenue Diversification**

- Working closely with Executive Director and Fund Development Manager, plays a key role in developing a long-term strategy for financial sustainability.
- Advises on potential new revenue streams like fee-for-service or the development of a social enterprise while remaining CRA compliant.
- Spearheads new initiatives and strategies for diversifying revenue sources, including advising on marketing, collaborating with subject matter experts, creating presentations of Rise services for potential users or clients, managing contracts, and addressing client concerns.

#### **Facilities Management**

- Leads the review and assessment of the current office and possible relocation to an enhanced location.
- Negotiates and manages office leases, contracts, and insurance.

Ensures building compliance for all property and liability insurance audits.

## **ABOUT YOU, THE CANDIDATE**

We are looking for candidates with the following qualifications:

Education:	Bachelors degree in Finance or Accounting
Professional Certifications:	CPA required
Experience:	5 years in a financial manager role
Knowledge:	Understanding of legal resources in BC (asset).

Competencies: Organization, Prioritization, Strategic Thinking, Attention to Detail, Communication, Discretion, Problem-Solving, Initiative.

Personal Suitability: Commitment to providing inclusive services that are responsive to client and community needs and enhance community participation.

## ABOUT RISE WOMEN'S LEGAL CENTRE

Rise Women's Legal Centre is a pro bono community legal clinic and teaching facility, based in Vancouver and serving women and gender diverse people all over BC. Family law is the most significant unmet legal need in BC and Rise is helping to change that. We directly work with clients, family law advocates, support workers, and lawyers through a variety of programs such as our Student Legal Clinic, Community Legal Clinic, Virtual Legal Clinic, Family Advocate Support Line, and other programs.

Rise offers competitive salary, benefits, personal development opportunities, and flexible working arrangements. This role provides an opportunity for the successful candidate to join our supportive team and contribute to the valuable work we do.

Rise is strongly committed to equity and diversity within its community. We especially welcome applications from Indigenous persons, racialized persons, persons with disabilities, persons with diverse sexual orientations and gender identities, and others with the skills, knowledge, and experience to productively engage with diverse communities.

## CLOSING DETAILS

**Contact:** Sarah Szymanski

**Email resume to:** Please email your cover letter and resume as a PDF, along with a list of references, to [feedback@womenslegalcentre.ca](mailto:feedback@womenslegalcentre.ca)

**Application Deadline:** October 15, 2023 at midnight (PST)