

## **Director, Financial Services**

Located in the Landmark District, Kelowna.  
Monday – Friday (37.5 hours/week).  
Competitive salary starting from \$94,500 – \$118,000.  
Comprehensive pension and benefits package.  
Four weeks vacation to start.  
This position will begin in early January 2024

### **About us:**

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter (KWS), provides a range of services, with a focus on the prevention of domestic abuse and providing support services for women and children, during and following an abuse crisis.

We are excited to share that the Kelowna Women's Shelter is in the midst of dynamic expansions, a testament to our commitment to delivering even more vital assistance. With this, an exceptional job opportunity has emerged for the position of Director, Financial Services. This role not only presents an opportunity to contribute to our mission but also to play a pivotal role in our journey towards further empowering women and their children.

### **Job Summary:**

Reporting to the Executive Director, this position:

- Provides strategic financial leadership and accountability for the delivery of a full cycle Accounting, Finance and Payroll functions of a large multi-service, nonprofit organization with multiple funding streams.
- Is responsible for the efficient day-to-day financial operation and its integration with each component of the organization.
- Develops and manages the operating budget and multi-year capital plan, individual program budgets, financial and business reporting, and forecasting, ensuring proper controls of financial and non-financial resources.
- Leads and manages the accounting function, providing accurate information to the Executive Director, Finance Committee, Stakeholders and Board of Directors
- Is responsible for cash management, including no risk investments for general operating and restricted reserve funds.

### **Duties and Responsibilities:**

- Manage the accounting operations including the review of journal entries, payroll, accounts payable and receivable, banking, donations, grants, allocations, investments, and statutory reporting.
- Develop or update financial policies as needed.
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures.
- Provide strategic analysis and ad-hoc reports as required,

- Work with external auditors, Board of Directors, and Finance Committee.
- Prepare presentations for Finance Committee, Board and at Annual General Meeting.
- Responsible for the accuracy and timeliness of financial information including statutory filings as required.
- Coordinates the year-end audit and preparation of audited financial statements and working papers. Prepare annual T3010 Charitable Information Return.
- Responsible for the preparation of monthly, quarterly, semi-annual, and annual financial statements and external reporting to financial institutions, and other stakeholders.
- Review of payables, receivables, bank reconciliations, gift cards, vouchers, journal entries, capital assets, asset management, investment and payroll and benefits.
- Responsible for investing funds in appropriate no risk term deposits or GICs, based on cash requirements, to maximize investment revenue.
- Monitor cash flow and adjust investment plans as needed.
- Determine contributions required for reserves to ensure adequate balances are maintained.
- Ensure appropriate insurance is in place for property, liability, directors and officers, and cybersecurity to reduce the risks to the organization.
- Review and approve all donation tracking slips and receipts ensuring compliance with CRA regulations.
- Support new systems or project selections and implementation from a strategic finance, efficiency, and internal control perspective.
- Provide input and recommendations for the Strategic Plan and provide regular updates on progress.
- Ensure financial records are kept secure in compliance with all legislation.
- Promote and maintain positive corporate relations with the community.
- Hiring, training, mentoring, and supervising of Finance staff as well as develop and maintain positive relationships with all team members.
- Other related duties as required or assigned.

#### **Qualifications and Experience:**

- Post-secondary degree in Business/Accounting.
- Current CPA designation in good standing.
- Nonprofit Certificate preferred.
- Minimum 5 years of professional experience, leading financial management in a not-for-profit organization is preferred.
- Minimum 3 years of experience in a senior financial management role: supervisory experience required.
- Proficient in MS Office with an advanced level working knowledge of Excel.
- Knowledge of Asset Management and Charitable Donation

#### **Specific Requirements:**

- Satisfactory completion of Criminal Records Check
- Must have a valid BC Driver's License