



**Job Posting Vacancy-McBride or Valemount
Finance and HR Administration Manager
\$33.83 - \$41.32**

Date: Nov 2, 2023

Subject: Job Posting

The Robson Valley Community Services (RVCS) has a permanent Full Time position for a Finance and Administration Manager in the Valemount & McBride offices. You are entitled to sick benefits, pension, and paid vacation upon successful waiting and probationary periods. Scheduled hours must fall between Monday and Friday from 8:00am-5:00pm, you may choose your start and end time between these hours for 7.5hrs of paid time daily. This position is dependent on stakeholder funding and is subject to contract agreement renewal/provisions.

RVCS is committed to the concept of offering equal employment opportunities in the operation of the agency as required by law. A continuous effort will be made to achieve genuine equal employment opportunity to all qualified persons regardless of culture, age, gender, sexual orientation, spiritual beliefs, socio-economic status, language, race, physical or mental ability, veteran status, marital status, political affiliation or other characteristics protected by law.

If you are concerned that you may not meet one of the requirements of this posting, but are still interested in applying, we encourage you to reach out and see if an accommodation may be available.

How to apply:

Please submit your resume and cover letter, in confidence, to Jana MacMaster jana@rvcsbc.org. and CCed@rvcsbc.org. Posting is open until filled.

Job Summary:

To ensure RVCS', information, human resources and administrative systems are efficient so as to increase its capacity to meet its strategic goals. As a member of the Senior Leadership Team, the Finance and HR Administration Manager is responsible for managing the administration of the financial, and human resource operations of the organization, and overseeing any finance and administrative staff.

Main responsibilities:

Financial Management:

- Manage budgets for all RVCS activities, under direction and delegation of the Co-Executive Directors
- Receive direction from and consult with Co-Executive Director and Board of Directors on financial and operational policies
- Liaise with funders', financial program and banking officers
- Ensure compliance with funder guidelines for financial expenditures
- Justify financial decisions and expenditures
- Ensure adequate property and liability insurance is in place
- Negotiate with group insurance provider and administer staff benefit plan(s)
- Participate in contract monitors by funders

www.robsonvalleycommunityservices.org



- Provide support to the organization with Employment Standards Act compliance
- Liaise with accounting firm in preparation of yearly statements

Financial Administration:

- Maintain computerized accounting records
- Manage accounts payable and accounts receivable
- Review time sheets for accuracy and prepare bi-monthly payroll
- Prepare monthly and final financial reports for funders
- Administer petty cash funds
- Manage VISA merchant function
- Perform all banking transactions and ensure bank reconciliation
- Submit employee deductions, GST, WCB and other remittances as required
- Complete ROE's and Request for Payroll Information forms
- Prepare month end financial reports for Board and revise as required

Project Planning:

- With direction from Co-Executive Directors, help to develop yearly RVCS budget and present to Board for approval
- With direction from Co-Executive Directors, help to Develop budget and cash flow for RVCS and all projects using historical data and/or forecasts of all anticipated expenses for the term of the agreement
- Write rationales to support these projections and provide clarification when required
- Participate in negotiations for rental space and capital equipment, as well as overhead and supply purchases
- Participate in negotiations with subcontractors on behalf of ED
- Participate in budget negotiations with ED and funders
- Negotiate contracts with co-locators on behalf of ED
- Provide input and research to support the development of new initiatives

Human Resources:

- Participate in policy research and development
- Determine vacation and sick time entitlements for employment contracts and eligibility for group insurance
- Liaise with staff regarding financial policies and procedures
- Participate in recruitment and onboarding with Leadership Team as required
- Assists the Privacy Officer for the organization, ensuring compliance with Personal Information Protection Act
- Liaise with benefit providers like Municipal Pension Plan, Health Benefits Trust, and Pacific Blue Cross, to coordinate and set up new staff to receive benefits.
- Assist in data entry, filing and form completion as related to: Criminal Record Checks, plan applications, and staff files.

Qualifications required:

EDUCATION & KNOWLEDGE

- Post-secondary Bachelor's degree in a related field such as: office administration, business management, and human resources. Preference will be given to accounting designation(s),



and/or Masters degree holders. Relevant certificates and diploma's will be considered in lieu of a degree.

- Proficiency with bookkeeping for not-for-profits and financial contractual obligations with stakeholders an asset. Competent in use of Microsoft Office software and daily systems administration.
- Maintain up-to-date information and knowledge regarding utilization of evidence-based practice.
- Solid understanding of confidentiality and relevant professional codes of conduct and a clear professional scope of practice.

TRAINING & EXPERIENCE

- 5 years financial management experience, preferably with non-profits and/or charitable organizations. Or an equivalent combination of education, training and experience