



ann davis transition society

## Finance Manager – Job Description

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**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

### 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.
- 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.



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- 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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## CORE COMPETENCIES

### Approach to Work

- Demonstrate initiative, flexibility, adaptability, and resourcefulness.
- Accepts new and varied work assignments and assumes responsibility for their completion.
- Welcome new ideas and displays a creative and innovative approach to their work.

### Job Knowledge & Quality of Work

- High degree of relevant and current job knowledge and skill
- Consistently produces accurate, thorough, high-quality work in a timely manner

### Planning & Organization

- Sets goals, creates, and implements action plans, monitors progress, and evaluates results.
- Adeptly manages competing tasks and uses time efficiently and effectively

### Judgement & Decision-Making

- Demonstrates independent thinking and effective problem-solving skills.
- Makes clear, consistent, transparent, and timely decisions after contemplating various available courses of action.
- Exercises sound judgment in the best interests of the organization

### Verbal Communication & Interpersonal Skills

- Expresses themselves clearly and professionally verbally.
- Displays high emotional intelligence; uses tact and diplomacy in dealing with sensitive, complex, and confidential situations.
- Effectively works with their colleagues in the senior leadership team to ensure organizational success

### Written Communication Skills

- Expresses themselves clearly and professionally in writing with ADTS team members and external stakeholders.
- Supports and contributes to the writing of reports, policies, meetings and/or presentations

### Safety Awareness & Demonstration

- Builds and promotes a culture of health and safety in the workplace.
- Attends to health and safety issues effectively and efficiently.
- Implements and enforces best practices in health and safety within the workplace

### Personal Leadership

- Models core qualities such as honesty, integrity, resilience, and confidence
- Takes responsibility for personal actions, performance, and health.



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### **People Leadership**

- Takes responsibility for the success of ADTS as a senior leader of the organization.
- Champions positive working relationships with colleagues, staff and external stakeholders
- Acts as an ambassador of ADTS upholding and promoting the values and mission of ADTS.
- Demonstrates pride and enthusiasm to the team and promotes cooperation, fairness and equity

### **Task Management**

- Establishes clear roles, responsibilities, priorities, and performance targets for staff.
- Monitors, assesses, and reviews staff performance while providing opportunities for training and development, as appropriate.
- Strives for high quality performance and takes initiative to seek improvement in outputs and efficiencies

### **Task Leadership**

- Able to translate the strategic goals and priorities of ADTS into an achievable and measurable operational plan for their unit.
- Makes clear, consistent, transparent, and timely decisions.
- Focuses on the 'service recipient' of their unit.
- Displays effectiveness, assertiveness, and persistence in the pursuit of the goals of their unit.
- Able to identify gaps in knowledge or capacity and seek the appropriate support and/or resources



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