



Director of Finance

This is an amazing opportunity to gain experience in a large, multi-service non-profit organization in the Lower Mainland. **GREATER VANCOUVER COMMUNITY SERVICES SOCIETY** is a non-profit agency providing home support and residential care to the elderly and persons with disabilities. The Director of Finance is a Full Time Position and plays an integral part of the Leadership Team by providing support in a wide range of areas including financial activities and the agencies information systems.

Greater Vancouver Community Services Society went through a significant transition in the past year with changes to the size and structure of the organization. The successful candidate will be a creative thinker who can continue to assist the transition and is willing to work hands-on with a small team. There is a focus on improving IT systems, payroll and HR software for which the Director is responsible.

Key Responsibilities:

- Develops, implements, monitors and evaluates the financial planning, financial accounting systems and financial control policies and procedures for the organization.
- Prepare, present, monitor and control the operating/capital budgets and financial activities for the multi-site programs within the organization.
- Communicate/liase with funding authorities (i.e. Vancouver Coastal Health, Community Living BC, BC Housing, and Ministry of Children & Family Development) regarding funding contracts, grants and/or budgets. Work with CEO, Department Managers and funders to negotiate appropriate funding for programs and maintain funding contracts.
- Responsible for the preparation of the monthly financial statements, analysis of budget variances and other internal reports on the financial operation of the organization. Prepare draft annual statements and account reconciliations for the external auditor.
- Liaison with finance and audit committee, including presentation and review of financial results, audit results, investment returns, reviews of internal controls, risk management and other matters as requested by the committee.
- Regular liaison with bank manager, investment manager and insurance agents.
- Responsible for the preparation of external financial/statistical reports required by the funding authorities.
- Provide consultative support services to all departments on financial planning, management control and information systems.
- Develop methodologies and standards for the procurement and maintenance of applicable software, hardware and systems for the organization.
- Acquires and manages the fiscal, human and material resources of the finance staff. Trains, evaluates and disciplines the finance staff.

- Participates as a member of the senior leadership team responsible for the overall planning, management and control of the total operations of the organization.
- Participates as a staff member supporting designated committees of the Board of Directors as assigned by the CEO.

Skills and Experience:

- Qualified C.A., C.M.A. or C.G.A. with at least seven years senior accounting experience and related managerial experience within a public sector organization.
- Demonstrated communication, organization, administrative and teaching skills
- Ability to work under significant time pressures
- Ability to plan, develop and manage diverse information systems
- Experience with Comvida EMS and Comvida payroll is preferred
- Experience with Adagio accounting system is an asset

If this challenging opportunity interests you, please submit your resume and cover letter by **October 15 2021**, online at <https://www.gvcss.bc.ca/jobapp.htm>. For more information about our organization, please refer to our website: www.gvcss.bc.ca. GVCSS is an equal opportunity employer. We thank you in advance for your application but only qualified candidates will be contacted.