Internal/External Job Posting

POSITION: Manager of Finance
CLASSIFICATION: Exempt Management Position
HOURS OF WORK: Primarily Monday through Friday – must be able to work weekends and evenings to meet organizational needs.
STATUS: Exempt, Full-time
CLOSING DATE: February 18, 2020, at 12:00pm
COMPETITION #: 20-10

SUMMARY: Reporting to the Administrator of the West Shore Parks and Recreation Society, the Manager of Finance provides leadership, management direction and guidance for a variety of finance functions including areas of Finance, Payroll, Administration and Information Technology. This position provides management and coordination of services including budget preparation, financial management control and reporting, forecasting and expenditure control as well as year-end financial statement for year-end audit, payroll and information technology. The Manager of Finance is responsible for supervising the Finance & Administration area including Finance Supervisor Accounts Payable and Receivable and Payroll positions; the Administrative Specialist and Reception Staff. The Manager of Finance contributes to the overall organization as a member of the Management Team.

JOB DUTIES & ACCOUNTABILITIES

- Manages the overall operation and provides direction and leadership to the Finance department and the Administrative Specialist, Booking Clerk and Reception Staff.
- Administers the financial and accounting framework and ensures compliance within the society.
- Attends Board of Directors meetings and Member Council meetings when required to discuss the Society’s finances.
- Meets annually with member Municipal CFO’s.
- Takes overall responsibility for identifying and resolving financial issues.
- Analyzes preliminary expenditure and capital forecasts to ensure departments are meeting their targets and recommends corrective action if necessary.
- Organizes and amalgamates the annual operating, capital and five year plan budgets.
- Adapts and communicates annual budget processes and instructions and compiles the Society’s annual budget submission to the Board of Directors, ensuring information is complete, accurate, and in compliance.
- Maintains the Society’s ledger of accounts to ensure consistent and accurate reporting of financial information.
- Prepares the annual Financial Statements and all working papers for the external auditors to complete the year-end audit.
- Interprets and communicates policies and procedures to office staff.
- Develops financial spreadsheets and reports for the Administrator, Management, Department Heads and Board of Directors.
- Manages and maintains cash flow and related investments.
• Reviews and recommends facility loss and liability insurance.
• Provides guidance and coordination in establishing and monitoring the consistent integration, administration and maintenance of the Society’s information and technology systems and manages the IT Service Contract.
• Coordinates all department requirements for information technology, including computer equipment and software in consultation with the IT service provider.
• Participates as a member of the senior staff team in decisions that affect overall policy and procedures involving all areas of the operation.
• Recruits, interviews, and selects staff from both internal and external sources.
• Evaluates employee performance, prepares and administers performance appraisals, participates in the disciplinary process and develops and motivates staff.

EDUCATION, CERTIFICATIONS AND LICENSES
Completion of a professional accounting designation (CPA) or graduation from a recognized university in Public Administration, Business Administration, Commerce or Economics or equivalent degree, supplemented by formal accounting courses. Valid BC Driver’s License.

KNOWLEDGE, SKILLS AND ABILITIES / EXPERIENCE
• Minimum of five (5) years in a financial management position with a large corporation or government organization.
• Must understand public sector financial practices and Generally Accepted Accounting Principles.
• Demonstrated experience in preparing year-end financial statements and working with the external auditors.
• Demonstrated experience in supervision and management of staff, including experience in training of staff.
• Superior knowledge of computerized accounting systems and accounting software.
• Ability to organize and prioritize workload, work under pressure with minimal supervision within a relatively unstructured environment while meeting scheduled deadlines.
• Ability to work independently and establish harmonious working relationships with other department staff, general public and Board of Directors is essential, maintaining confidentiality at all times.
• Possess excellent interpersonal skills and strong communication skills (both orally and written), and the ability to work well in a multi-disciplinary team.
• Previous experience working in a municipal government or public recreation setting would be an asset.

A clear and current criminal record check is a condition of employment, and is the financial responsibility of the successful candidate.

APPLICATIONS
Resumes and cover letters quoting competition #20-10 to be received prior to February 18, 2020, at 12:00pm, Attention: Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8624; email: jobs@westshorerecreation.ca

Only those candidates under consideration will be contacted.
Posted: January 30, 2020