



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Manager Finance

<b>Job ID</b>	<b>2E-AA-B0-93-C4-8B</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=2E-AA-B0-93-C4-8B">https://careers.indigenous.link/viewjob?jobname=2E-AA-B0-93-C4-8B</a>	
<b>Company</b>	Canuck Place Children's Hospice	
<b>Location</b>	Flexible, Across Canada	
<b>Date Posted</b>	From: 2022-10-27	To: 2023-04-25
<b>Job</b>	Type: Full-time	Category: Finance
<b>Languages</b>	English	

### Description

Manager, Finance

Location: Flexible across Canada, dependent on candidate

Reporting to: Chief Financial Officer

Job status: Permanent full-time 1.0 FTE (75 hours bi-weekly)

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

HERE'S WHY IT'S SO GREAT TO WORK WITH US. Aside from being surrounded by a friendly, inclusive, dedicated team, Canuck Place offers employees up to 20 days' vacation (pro-rated to their full-time equivalency), an 100% employer-paid benefits package, Municipal Pension Plan (MPP), a Health Spending account that provides up to \$500 annually to provide additional coverage for health and wellness activities/services, informative lunch n' learns, as well as various learning opportunities. Canuck Place Children's Hospice also has a 'Care For the Caregiver' committee who provides ongoing, creative activities to connect us with one another as a reminder that it's 'this' moment that really counts.

### SUMMARY

The Manager, Finance provides timely, accurate, and relevant financial reports and analyses, plays a key role in leading budgeting and quarterly forecast reviews, leads annual audit, and prepares statutory reports. The Manager, Finance also monitors cash flow and investments, oversees accounts payable, and supports process improvement and financial systems maintenance in collaboration with the Manager, Financial Systems. The Manager, Finance provides supervision and training to the Coordinator, Finance, and backs up the Manager, Payroll & Benefits as necessary.

### RESPONSIBILITIES

#### Financial Reporting and Analysis

- Responsible for month-end close and preparing monthly financial statements, supporting schedules and key metrics dashboard for both the Hospice and Foundation.
- Analyze actual vs budget operating results
- Discuss financial results and relevant matters with budget holders.
- Working with the CFO, draft quarterly financial report package for the Audit Committee.
- Prepare other ad hoc reports or analyses as required.

#### Budgeting and Quarterly Forecast Reviews

- Work with CFO to develop budget and forecasting process.
- Support budget holders in developing annual budget.
- Assist in developing budget presentation to the Audit Committee and the Board
- Coordinate capital budget approvals.
- Conduct quarterly review of quarterly forecasts with budget holders; review material adjustments with CFO.
- Propose enhancements to the budgeting and forecast review process as necessary.

#### Annual Audit Support and Statutory Reporting

- Primary contact to external auditors.
- Prepare lead sheets, supporting schedules, and other information for the annual external financial audit.
- Prepare statutory returns including T3010, GST, PST, and BC Gaming reports for the Hospice and Foundation.

#### Cash Flow and Investment Monitoring

- Develop and maintain cash flow forecast and investment schedules.
- Advise Chief Financial Officer of any emerging issues.

#### Oversight of Accounts Payable

- Oversee invoice posting, disbursements, and sub-ledger reconciliation.
- Ensure accurate coding to general ledger accounts and timely payment of invoices.
- Supervise the Coordinator, Finance and volunteers as appropriate.

#### Process Improvement and Financial Systems Support

- Recommend financial procedures to ensure compliance, strong internal controls and efficiency and regularly review and update Finance policies as necessary.
- Work with the Manager, Financial Systems on financial systems selection and upgrades as necessary.

#### Payroll Backup

- Back up Manager, Payroll and Benefits as necessary.
- Assumes other related responsibilities, as assigned.

#### EDUCATION AND EXPERIENCE

- Successful completion of CPA designation
- A minimum of five years recent experience in financial accounting, budget preparation, and cost analysis, preferably in a non-profit environment.
- Or, a comparative combination of relevant education and experience.

#### QUALIFICATIONS

What you bring to the role:

- Thorough knowledge of generally accepted accounting principles (GAAP) and Canada Revenue Agency regulations for Canadian Registered Charities.
- Superior analytical and problem solving abilities with a high accuracy and keen attention to detail.
- Big picture thinker and solution focused approach to meeting tasks at hand and organizational financial requirements.
- Excellent interpersonal, written and verbal communication skills, and the ability to interact with individuals at all levels.
- Demonstrated ability to adapt quickly to changing priorities and situations.
- Demonstrated ability to establish and maintain appropriate professional and personal boundaries.
- Computer literate and knowledge of Sage300 / NetSuite (or similar accounting software) and MS Excel.

You have:

- High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitate and collaborative; sense of humor.
- Excellent time management skills.
- Demonstrates flexibility that allows you to work with high energy, creative people.
- Able to thrive and effectively manage priorities in a changing, ambiguous environment.

Note: Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

#### How to Apply

Click "Apply Now"

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/>. This posting will remain open until filled. We recognize the importance of a diversified workforce, and we encourage First Nations, Inuit and Metis candidates, members of visible minorities and persons with disabilities to apply.

We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.