

## Finance Manager

### Background:

Squamish Helping Hands Society is a registered charity providing food, shelter and support services to individuals and families in the Sea to Sky region who are living with or threatened by homelessness and who also might be struggling with mental health and addictions. We believe in being part of a community where everyone matters, and where housing and food access are human rights. We have evolved over the past few years beyond emergency shelter to housing our participants in an affordable and supportive environment. At our new location – Under One Roof – *participants are encouraged to contribute through meaningful work, cultivate resiliency through a supportive community, and strive for independence through a Housing First Approach.*

### Summary

Reporting directly to the Executive Director, the Finance Manager will bring financial and strategic expertise to the organization while aligning finances with operational needs and revenue development. The Finance Manager will provide financial oversight, reporting, budgeting, cash flow management, financial analysis and will ensure compliance with contractual obligations, CRA requirements, and internal controls. Responsibilities will range from creating policies and systems, to day-to-day accounting, budgeting, to strategic decision-making that guides the financial health of the organization.

The Finance Manager will work closely with the Finance Committee and the Squamish Helping Hands Leadership Team. This is a hands-on management position that will help the Society to navigate growth in an ever-changing environment.

### Key areas of responsibility:

#### **Finance Management:**

- Monthly financial review and interpretation for Management team
- Support bookkeeping to provide accurate and timely financial reports and analysis
- Work with the Finance Committee – including preparing agenda, minutes, and reports.
- Create financial reporting package for the Board of Directors in collaboration with Finance Committee- including accurately reflecting variances, providing projections and assessments
- Develop and maintain appropriate financial processes for staff to use
- Communicate effectively with funding partners including government agencies
- Negotiate and review all funding and grant contracts/contributions to ensure complete and accurate implementation of the terms of the funding and the appropriate tracking of all eligible expenses
- Assist with planning and coordination of Fund Development, Donor Management as well as Grant Administration
- Accurate and timely preparation of external financial documents required for various funding proposals and reports (prepares the financial component in submissions and reports to funders)

- Maintain and update daily transactions
- Ensure smooth and accurate operation of Accounts Payable- including collecting and coding all invoices for payment
- Ensure that invoices are prepared and submitted accurately, monitor accounts receivable
- Work with the payroll provider to ensure accurate and timely payroll and payroll records
- Monitor expenses to ensure proper documentation and authorizations are in place.
- Monitor cash flow to ensure smooth operations.
- Review and verify GL data to ensure that finances are maintained accurately, and all transactions are recorded
- Post and monitor rental payments, rental arrears, and vacancy loss
- Update and manage the fixed assets registry and depreciation
- Conduct monthly reconciliations of all balance sheets account to ensure accuracy

### **Budget**

- Plan, lead and coordinate the annual budget and budgets for various programs and projects
- Develop budget documents for submissions to the Board of Directors and funding partners

### **Compliance**

- Ensure compliance with CRA requirements re charitable activities, annual charity return
- Ensure appropriate and timely corporate registration filings
- Reporting and applying for GST rebates, GST filing requirements, property tax exemption applications, and other filings
- Coordinate the annual audit, preparing all documents required by the auditor, providing complete and timely information to auditors
- Monitor restricted donations, grants, and contract revenue to sure appropriate use of funds and proper reporting of deferred revenue
- Monitor the capital and reserve funds to ensure they are managed in accordance with contractual obligations and Board requirements
- Ensure appropriate controls are in place and are communicated with all staff
- Participate in the development and regular review of financial policies, procedures and systems

### **Leadership:**

- Support and maintain financial health of the organization in conjunction with others – bookkeeper, board of directors, finance committee
- Work with the Executive Director and Finance Committee to ensure that the financial plan aligns with the vision, mission, values and strategic plan of the organization
- Participate on the Leadership Team and work to build internal financial literacy
- Lead and supervise financial administration staff
- Oversea and monitor fund development, revenue streams
- Attend bi-weekly Leadership meetings and report on areas of responsibility
- Attend and contribute to monthly staff meetings
- In collaboration with Executive Director, Operations and Enterprise Manager and possibly others - help to build a business plan for Under One Roof (including Community Food Hub) as we evolve and grow our organization

## Education, training, and experience:

- A CA/CPA designation or working towards a CPA designation
- Preferred 5 years' experience in a similar role with at least 3 years in a non-profit/charitable setting
- Previous experience in the Social Service field is an asset
- Familiarity with legislation and CRA requirements for registered charities
- Familiarity with BC provincial and municipal funders is an asset
- Strong problem-solving and analytical skills
- Strong organizational and time management skills
- Ability to effectively communicate financial information to lay people
- Strong proficiency & demonstrated ability with Microsoft 365, including excel, Sharepoint, Outlook, Word & comfortable learning new software systems (e.g. Arcori Property Management System)
- Hands-on experience using various accounting software systems such as Quickbooks
- Experience with payroll management
- Strong leadership and collaboration skills
- Experience implementing financial software systems is an asset
- Minimum of two (2) years' sobriety if you have been in recovery from alcohol and/or drug abuse issues.

## Skills and Abilities:

- Demonstrated ability to work independently and within a team environment while supervising and managing performance.
- Demonstrated ability to communicate effectively verbally, in writing, social media etc.
- Demonstrated ability to be open-minded, non-judgmental and fair.
- Demonstrated critical thinking, problem-solving and decision-making skills essential
- Demonstrated ability to see the big picture but also able to attend to the details
- Demonstrated strength with time and task management
- Superior interpersonal, organizational, planning and communications skills
- Strong natural leadership skills – able to develop relationships across a wide scope of influence – employee & volunteers, community partners, contract services, local businesses

An equivalent combination of education, training and experience may also be considered.

Please apply with resume and cover letter to [info@shhs.ca](mailto:info@shhs.ca).

Please quote "Posting 2021-XX Finance Manager" in your subject line.

***This position will remain open until a suitable candidate is found.***

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***Additional information about leadership at Squamish Helping Hands Society:***

**Finance Manager knowledge base:**

**Leadership/management** – an ability to lead by example, to listen with compassion and to direct with firm intention; the ability to look at a problem for creative win/win solutions and to understand the impact of trauma on people who may have mental health and addictions issues; the wisdom and insight to see potential in every human being and inspire growth.

**Organizational planning** – the ability to oversee, track and report out on the operations and enterprises of SHHS; be able to manage the many moving and changing parts; the ability to see and influence order and systems within a dynamic atmosphere; the ability to delegate tasks and projects and to understand and play to people's strengths.

**Visionary influence** – the ability to inspire great work, compassion, a commitment to self-care and growth; the ability to inspire others to lead; the ability to bring our message out into community for new and continued community support; the ability to be innovative and enterprising while ensuring community inclusion and collaboration.

**Detail action** – the ability to circle back to the details, follow through with action so that tasks and results are completed and recorded; the ability to build and follow allotted budgets; the ability to see the gaps and respond accordingly through a solutions focused approach; the ability to not let things fall through the cracks – people or tasks.

**Mental acuity and emotional intelligence** – the ability to listen for relevant information, to go to the core of a matter and to understand that what we see isn't always what is there; to work from a non-judgemental perspective, comprehending the importance of authentic and consistent interaction with participants, staff, volunteers, community etc.; the wisdom to wait, listen, be curious for better outcomes.