

## **JOB POSTING 2024-22**

### **Internal & External Extended**

**Position:** Finance Manager

**Status:** Part Time

**Work Sites:** Administration

**Shifts:** Mon, Tues, Wed, Thursday 9 am – 5pm

**Wage/Salary:** Salary

**Posting Date:** April 12, 2024

**Closing Date:** May 31, 2024

Squamish Helping Hands Society is a registered charity dedicated to supporting people in our community through our work to inspire hope and independence.

Utilizing a harm reduction approach, we do this through our programs and services of culturally aligned care in the areas of health and wellbeing, shelter and supportive housing, food security and community outreach. As an inclusive organization, we welcome everyone with respect and dignity, aiming to build capacity and empower individuals.

Our strategic priorities aim to focus our work and to help prioritize people and resources toward improvements in our programs and services, and for our community.

Squamish Helping Hands Society current values are Welcoming\*People -Centered\*Working Together\*Enabling Change\*With Integrity.

We strive to support our employees in their career journeys. We understand that each employee has unique professional goals, and we aspire to create growth and development opportunities while supporting the physical and mental well-being of our people.

Qualified internal candidates shall be considered and interviewed prior to external candidates.

Squamish Helping Hands is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities, and persons with disabilities.

This position is exempt from the union.

**Job 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 hands-on financial skills and 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, payroll administration, fund tracking and reporting, 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 day-to-day hands-on management position that will help the Society to navigate growth in an ever-changing environment.

**Key areas of responsibility:**

- Finance Management
- Reporting
- Budget
- Compliance
- Leadership

**Salary position:** 32 hours/week

In house position with flexibility to work remotely when warranted. Interested individuals should apply by providing a **resume and cover** letter to SHHS Human Resources at [info@shhs.ca](mailto:info@shhs.ca) quoting the **Posting No. & position title in the subject line**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

For more information on the various focus areas please contact [info@shhs.ca](mailto:info@shhs.ca) and we will send you a more detailed job description. Or alternatively visit our website at [www.squamishhelpinghands.ca](http://www.squamishhelpinghands.ca)

**Note that Squamish Helping Hands workplace currently falls under a Provincial Health Order that requires workers to be fully vaccinated for COVID-19.**