



**Squamish
Helping Hands**

Job Posting: 2025 - 22

Internal & External

Position:	Finance Lead
Status:	Regular full-time
Work Site:	Under One Roof
Department:	Finance Department
Hours:	40 hours per week
Shifts:	Monday 09:00 AM – 05:00 PM
	Tuesday 09:00 AM – 05:00 PM
	Wednesday 09:00 AM – 05:00 PM
	Thursday 09:00 AM – 05:00 PM
	Friday 09:00 AM – 05:00 PM
	Final schedule to be determined
Annual salary:	\$75,000 - \$85,000 – depending on experience
Posting Date:	March 28, 2025
Closing Date:	Open until position is filled

Be part of our inspiring mission-driven team at Squamish Helping Hands Society.

We are 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.



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Interested individuals should apply by providing a **resume and cover letter** to SHHS Management Team at hr@shhs.ca quoting the **Posting No. “2025 – 22” and the Position “Finance Lead”**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

JOB SUMMARY:

Reporting directly to the Director of Finance, the Finance Lead will bring their financial skills to the organization while aligning finances with operational needs and revenue development. The responsibilities of this accounting position will range from day-to-day accounting, payroll administration, fund tracking and reporting, and other accounting processes that help guide the financial health of the organization.

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

TASKS & RESPONSIBILITIES:

Accounting:

- Daily full cycle fund accounting with the support of People and Inclusion Coordinator. This includes revenues from various sources and rental income, AP, AR, tracking of capital assets, and monthly account reconciliations. (QBO Online Advanced)
 - Ensure that revenues are recorded accurately by program and reflecting any restrictions.
 - Ensure that AP invoices are coded appropriately, with proper documentation and authorization in place.
 - Record and monitor rental payments, rental arrears, and vacancy loss.
 - Prepare and collect accounts receivable as applicable.
 - Complete monthly financial reporting.
- Payroll and benefit administration in collaboration with People and Inclusion Coordinator. (ADP Workforce Now)
- Contract and Grant contributions fund tracking and management to ensure complete and accurate implementation of the terms of the funding and appropriate tracking of all eligible expenses.



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Reporting:

- Monthly preparation and analysis of financial reports.
- Reporting and communicating effectively with funding partners including government agencies as required.

Budget:

- Participate in the annual budgeting process for the Society and prepare budgets for various programs and projects.

Compliance:

- Assist in ensuring compliance with CRA requirements re charitable activities, annual charity return, GST filing, property tax exemption applications, and other compliance filings.
- Assist Director of Finance with coordinating the annual audit, providing complete and timely information to auditors.
- Monitor restricted donations, grants, and contract revenue to ensure 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.
- Internal Controls - regular review of financial policies, procedures and systems, ensure appropriate controls are in place.

Leadership:

- Supervise payroll administration staff and support the growth and development of the team.
- Attend bi-weekly meetings and report on areas of responsibility.
- Attend and contribute to monthly staff meetings.

SKILLS AND ABILITIES:

- Demonstrated ability to work independently and within a team environment.
- 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 is essential.



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- Superior interpersonal, organizational, planning and communications skills.
- This is an onsite position.

EDUCATION, TRAINING AND EXPERIENCE:

- A CA/CPA designation or working towards a CPA designation, or comparable experience in non-profit accounting.
- Preferred 5 years' experience in a similar role with at least 3 years in a non-profit/charitable setting.
- Excel proficiency.
- Previous experience in the Social Service field is an asset.
- Previous experience in unionized setting desired.
- 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 clearly communicate financial information to a non-financial based audience.
- 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 and ADP payroll systems.
- Experience with payroll administration.
- Strong leadership and collaboration skills.

WORKING WITH US YOU CAN ENJOY:

- An amazing, friendly and emotionally intelligent team.
- A great community.
- Free meals on site.
- Casual dress policy.
- A wonderful new facility.
- Qualifies for Benefits and Pension after probation is completed.