Title: Finance Manager
Hours of Work: 37.5 hours, 5 days per week
Compensation: $92,500 - 97,500 annually
Paid time off between Christmas and New Year, day off on birthdays, contribution towards training/wellness.
Probationary period: 4 months

Society Profile:

Seniors Services Society of BC (SSSBC) is a non-profit charity located in New Westminster, BC which provides support services for seniors in New Westminster to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

Purpose & Strategic Alignment:

Reporting to the Chief Executive Officer (CEO), the Finance Manager plays a strategic role in safeguarding SSSBC's financial health and supporting its long-term sustainability. This position provides trusted financial leadership to the CEO, Board of Directors, and Finance Committee, ensuring sound stewardship of the Society's resources amid a growing portfolio of government contracts, grants, and community programs. The role translates financial data into clear insight that informs organizational planning and decision-making, while maintaining the rigorous compliance, reporting, and internal control standards required of a multi-funded non-profit.

Position Overview:

The Finance Manager is responsible for planning, organizing, directing, and overseeing SSSBC's financial operations. This position ensures the integrity of financial reporting, compliance with applicable legislation, funding agreements, and accounting standards, while safeguarding the Society's financial resources.

The Finance Manager provides strategic financial leadership and advice to the CEO, Board of Directors, and Finance Committee, and supervises the Finance Administrator. The role works collaboratively with the management team to support SSSBC's strategic priorities, informed decision-making, and the effective delivery of programs and services. SSSBC is a team of 16–20 staff, including part-time roles, with annual revenue of approximately $2.77 million. This position is central to ensuring the financial infrastructure keeps pace with the organization's growth and funding complexity.

Key Responsibilities

1. **Financial Leadership**

- Provide strategic financial advice and recommendations to the CEO, Board of Directors, and Finance Committee.
- Support organizational planning and decision-making.
- Develop financial strategies that promote long-term sustainability.
- Identify and monitor financial risks and opportunities.
- Ensure responsible stewardship of the Society's financial resources.
- Serve as a trusted advisor to the CEO, identifying the financial implications of strategic decisions before they become operational issues.
- Develop multi-year financial plans aligned with the strategic plan, model the financial impact of new programs and initiatives, and evaluate organizational financial sustainability.
- Conduct scenario planning and advise the CEO on financial trends, revenue diversification opportunities, and emerging risks.

2. **Financial Reporting & Budgeting**

- Prepare and monitor monthly, quarterly, and annual financial statements.
- Prepare financial reports and analysis for the CEO, Finance Committee, and Board of Directors and attend meetings where appropriate.
- Prepare Finance Committee packages and dashboard reports; support budget and audit presentations to the Board, including annual Board finance training.
- Lead the annual operating and capital budget process.
- Analyze budget variances and prepare financial forecasts.
- Report to program managers on program margins, with forecasts covering 6 months, 1 year, and 3 years.
- Manage cash flow forecasting across payroll, grants, and restricted and unrestricted funds, deferred revenue, including timing of investment maturities.
- Maintain KPI dashboards tracking unrestricted cash, months of cash on hand, administrative ratio, occupancy, staffing costs, grant utilization, fundraising performance, and liquidity.

3. **Grants, Contracts & Compliance**

- Monitor funding agreements, grants, and contracts.
- Ensure compliance with funder reporting requirements.
- Monitor restricted funds and deferred revenue.
- Plan and coordinate the annual audit and prepare supporting documentation.
- Ensure compliance with Accounting Standards for Not-for-Profit Organizations (ASNPO), CRA requirements, and applicable legislation.

4. **Governance and Risk Management**

- Safeguard organizational assets.

- Develop, maintain and implement financial policies and internal controls including segregation of duties, signing authorities, purchasing controls, and fraud prevention.
- Evaluate and recommend improvements to financial systems, reporting tools, automation, and business processes to improve efficiency and decision-making.
- Provide financial oversight for procurement activities, major contracts, and organizational purchasing to ensure value for money and compliance with policy.

5. **Human Resources**
- Support compensation planning and workforce budgeting.
- Provide financial information related to compensation reviews.
- Supervise, coach, and support the Finance Administrator, including regular performance check-ins and goal setting.
- Address performance concerns and workplace conflict in a fair, timely, and constructive manner.
- Foster a positive, collaborative team culture.
- Establish priorities and ensure timely completion of finance functions.

6. **Oversee Accounting Functions of the Financial Administrator**
- General ledger
- Accounts payable and accounts receivable
- Oversee payroll processing and statutory remittances
- Monitor employee benefits and pension obligations
- Bank reconciliations
- Journal entries
- Month-end and year-end close
- Fixed assets
- Deferred revenue
- Investments and reserve funds
- Ensure accurate financial records
- Prepare grant claims and financial reports
- Maintain accounting systems

7. **Additional Duties**
- Other duties as assigned.
- Train and supervise practicum students.
- Demonstrate a proactive attitude and flexibility in responding to emerging needs.
- Commit to ongoing professional development and training.
- Participate in shared monthly rotation for light office upkeep (e.g., kitchen tidying), consistent with all staff regardless of role.

Qualifications

Education
- CPA designation preferred.

- Bachelor's degree in accounting, Finance, Commerce, Business Administration, or a related field.

Experience

- Minimum 5 years of progressive senior accounting and financial management experience.
- Experience in the non-profit sector is preferred.
- Experience managing government-funded contracts and grants.
- Experience supporting Boards of Directors and Finance Committees.
- Experience supervising staff.

Knowledge & Skills

- Strong knowledge of Accounting Standards for Not-for-Profit Organizations (ASNPO).
- Strong knowledge of Sage 50.
- Experience with grant and fund accounting.
- Advanced budgeting, forecasting, and financial analysis skills.
- Knowledge of payroll legislation and employment standards.
- Proficiency with accounting software and Microsoft Excel.
- Excellent communication, analytical, organizational, and problem-solving skills.
- Clear Criminal Record Check including vulnerable sector clearance.

Job Details

- This is a full-time permanent position – 37.5 hours/5 days per week
- Working Hours: Monday to Friday, 8:30am - 4:30pm. Some evenings and weekends as needed, reimbursed with in-lieu time.
- Location: In person at 750 Carnarvon Street, New Westminster BC V3M 1E6
- Compensation: $92,500 - 97,500. Salary will depend on the applicant's qualifications, experience, and skillset
- Probationary period: 4 months

Benefits

- Paid time off between Christmas and New Year
- Paid birthday leave
- Extended health and benefits
- Professional development and wellness support
- RRSP matching up to 2% after 24 months of employment
- Opportunities to contribute to meaningful work supporting seniors in BC

How to Apply

Please submit your resume and cover letter to **careers@sssbc.ca**
Deadline: Open until filled
Note: Only shortlisted candidates will be contacted. No phone calls, please