

Job Posting – Finance Manager (Sr. Accountant)

January 11, 2024

Summary

Reporting to the Executive Director, our ideal new teammate will be an accountant with at least four years of senior accounting experience and a strong background working with non-profits. Our new teammate will be considered a member of the senior leadership team and will be responsible for all processes and procedures relating to finance and payroll within the organization.

The position offers the following benefits:

- Flexible weekly schedule – Up to 25 hours a week, manage your own time;
- Paid time off – three weeks of vacation, extended paid days off in December, plus 10 days of paid personal leave;
- Benefits – medical, dental, life insurance, etc.;
- Plan Coverage – mental health support, physio, massage, and other specialist services; and
- Monthly connectivity stipend.

RESPONSIBILITIES

- Responsible for all full cycle accounting including bank reconciliations, journal entries, payroll, accounts payable, accounts receivable and revenue recognition using QuickBooks Online software;
- Responsible for accurate preparation and processing of semi-monthly payroll, with a mixture of full-time and part-time employees using Payworks in compliance with payroll legislation;
- Manage cash balances to optimize cash flow, monitoring current and projected cash flows and alerting managers to potential issues;
- Maintain oversight of accounts payable and credit cards, including review of payments and cheques for correct coding and ensuring supporting documentation is attached before seeking signing approval;
- Designs and monitors internal controls to ensure that resources are safeguarded and that processes ensure compliance with regulatory requirements;
- Strong organizational skills will ensure a filing system is maintained to support preparation for annual external audits and other needs. Experience with shared drives, cloud storage, and other digital/cloud applications is preferred (Office 365 work environment);
- Prepare monthly balance sheet reconciliations and monthly financial statements in compliance with GAAP for the Finance Committee;
- Prepares monthly departmental expenditure reports with analysis of budget to actual variances for the management team;
- Participates in annual organizational budget preparation, scenarios, and input of budget into QuickBooks Online;

- Lead annual audit preparation including preparation of schedules and working papers, and acts as the liaison with external auditors as needed;
- Works with the management team to manage the financial reporting and administrative requirements for all funding contracts including reporting, budget review, cash flow planning & forecasting;
- Ensure compliance with all provincial and federal government reporting. Preparation assistance with T3010, T4, T4A, GST, HST and other regulatory reporting required; &
- Develops staff and self and is committed to improvement and progression.

WORKING CONDITIONS

- Work environment is typically home office, with the potential for occasional in-person events or meetings;
- Work schedule is flexible, though attendance at certain virtual meetings is required;
- No travel or regularly scheduled overtime is associated with this position; &
- Flexibility for monthly Finance Committee meetings, usually after hours.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

Education and Certifications

- Completion of an undergraduate degree in Accounting, Finance, or related discipline from an accredited university;
- Successful completion of Accounting designation will be considered an asset;
- Completion of the Canadian Payroll Association/ Payroll Manager Certificate will be considered an asset;
- Demonstrated knowledge of the BC Employment Standards Act and payroll legislation;
- Proficient with QuickBooks Online;
- Proficient in the use of Excel (pivot tables, vlookups) and all other aspects of Microsoft O365; &
- Experience with, or the demonstrated ability to quickly learn, the [Payworks](#) and [Pluto](#) platforms.

Experience

- Minimum four (4) years of demonstrated experience working in a similar senior Accounting capacity;
- Minimum four (4) years of experience in oversight and/or processing full cycle payroll ideally using Payworks for hourly and salary employees;
- Knowledge of the key business processes associated with Finance, Human Resources, and Payroll;
- Demonstrated knowledge and experience using Payroll systems such as Payworks, additional experience with HRIS systems is desirable;
- Operational knowledge of Divisions of Family Practice would be considered an asset;
- Demonstrated experience collaborating with a small, but mighty team;
- Experience in systems implementation would be considered an asset; &
- Demonstrated ability to successfully manage work schedule, ensuring that key meetings are attended and supported.

Skills

- Respect, understanding, and support for the organization's mission and values;

- Demonstrated attention to detail and accuracy;
- Ability to be an *out-of-the-box* thinker and display a strong sense of curiosity and desire to recommend and implement continuous improvement;
- Proven ability to prioritize workload effectively and meet deadlines;
- Commitment to quality customer service;
- Strong interpersonal, written, and verbal communication skills;
- Ability to work independently, and in teams;
- Effective organizational and time management skills – self-motivated and disciplined self-starter;
- Ability to use sound judgment, tact, and discretion in dealing with sensitive or confidential issues;
- Ability to adapt to change, and adjust where required;
- Motivated self-development and willingly take on growth opportunities;
- Strong sense of integrity and professionalism with professional ethics; &
- Able to proactively recognize potential risks and issues, respond with solutions, and engage and lead others in implementing change.

The Comox Valley Division of Family Practice celebrates diversity, challenges inequality, and is committed to sustaining an inclusive and diverse community. We do not discriminate against any applicant regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction.

Application Process

- To apply, please email cbrowne@comoxvalleydivision.ca with the subject line "Finance Manager Recruitment". Please attach a PDF (one single file) that includes your cover letter and CV/Resume.
- We thank everyone in advance for replying and will acknowledge via email that we have received your application.
- This posting will remain active until we've found our new teammate.



Organization Profile

Divisions of Family Practice were created by a collaboration between the Ministry of Health and the BC Medical Association and are community-based groups of family physicians working together to achieve common healthcare goals. The Comox Valley Division of Family Practice (“the Division”) represents family physicians in Courtenay, Cumberland, Comox, and the surrounding areas on Vancouver Island, BC, including Denman Island and Hornby Island.

The Division gives our amazing local physicians an opportunity to work collaboratively with each other, Island Health, other community partners, as well as the Ministry of Health to identify healthcare needs in the local community and develop needed solutions. The Division is a non-profit society managed by a Board of Directors.

The Division team, about a dozen incredible individuals, primarily work via a remote work model. If you are seeking a flexible and supportive work culture and a caring team, consider joining the Comox Valley Division of Family Practice!

For more information on the Comox Valley Division of Family Practice please visit <http://www.divisionsbc.ca/comox>