

## EMPLOYMENT OPPORTUNITY

**Finance Manager: A role designed for progressive leadership, innovation, and organizational impact.**

**Full-time/ Part-time / Contract opportunities available**

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### The organization and opportunities

The WRSS Division is a local innovation in health care and part of a province-wide initiative designed to support family physician leadership, make connections, and inspire health care change in our local community. The Division is a non-profit society led by a local Board of Directors. We are an organization that values diverse perspectives, strives for excellence, and believes in transparency and accountability. We work in partnership with the Family Practice Services Committee (FPSC), Doctors of BC, Fraser Health Authority, the BC Ministry of Health, and various community groups. Our organization operates from a contemporary, progressive standpoint, and we work both in-person and remotely. Some of our work requires us to facilitate early morning and evening meetings. We are committed to the journey of truth and reconciliation, diversity, equity, and inclusive practices.

We have multiple complex funding agreements that provide us with the opportunity to make a significant impact and change within our community. We seek a unique individual with extensive finance experience to work closely with the Executive Director to innovate all finance functions for a growing non-profit organization.

We have many initiatives at the Division that support our strategic goals and objectives. We are implementing a Primary Care Network (PCN) in our community in partnership with Fraser Health Authority and other community organizations. This program is guided by a Ministry of Health-approved Service Plan, which includes expanded team-based care and the addition of new health care providers and services to support patients and local physicians.

We support initiatives designed to strengthen the Patient Medical Home (PMH), which is a family physician practice that operates at an ideal level, providing longitudinal patient care. PMHs are also the foundation of care delivery, within Primary Care Networks and the cornerstone of an integrated system of primary and community care.

Our Finance Manager role is designed for a professional who can develop efficient, technologically advanced finance processes and procedures that maintain our existing financial standards. We are looking for an individual who has a desire to join a progressive, empowered team of self-leaders and who relishes the opportunity to think strategically and understands the important role of finance in an organization. In addition, we are looking for a person who has a willingness to share their expertise amongst a talented, highly skilled group of professionals while also being willing to learn and stretch themselves. A growth mindset is a must.

The Finance Manager will be responsible for all finance functions of the Division. Responsibilities will include the day-to-day accounting and the analysis and implementation of finance plans and activities.

**A day in this role will include:**

Finance and accounting

- Daily accounting operations including accounts payables and receivables, postings, etc.
- Bank reconciliation
- Payroll and benefits processing and keeping of staff employment records
- Preparation of EFT payments and deposits
- Preparation of all financial reporting, budgeting, forecasting and managing cash flow
- Monthly analysis of financial results and reporting; making recommendations to the Executive Director
- Credit card reconciliation and payments
- Producing yearly budgets and monitoring progress against approved budgets
- Monthly payments of physicians, clinic managers, and medical office assistants
- Payment of all supplier invoices
- Maintaining all vendor information in the EFT system

Accounts receivable

- Invoicing and collections
- Deposits
- Monitoring receipt of contract payments

Payroll

- Setting up of new employee profiles
- Verifying staff timesheets and tracking of time off
- Ensuring Executive Director approval of all timesheets
- Payroll processing

**The Finance Manager will have qualifications that include:**

- An accounting designation with 3 years or more experience in full cycle bookkeeping experience
- Payroll experience
- Experience with accounting software programs
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strong analytical skills
- Experience budgeting for multiple programs
- Ability to use critical thinking to identify risks and gaps and develop appropriate mitigations and solutions within organizational constraints and structures
- Effective and clear communication skills
- Initiative to see what needs to be done and what can be improved
- Strong decision-making skills
- Cultural awareness and competency

Send your resume to [info@wrssdivision.ca](mailto:info@wrssdivision.ca)