

## **FAMILY SERVICES of the NORTH SHORE**

Part-time (4 days per week – 28 hours)

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Position: Director of Finance  
Position #: 18-1175  
Reports to: Executive Director  
Location: North Vancouver office  
Closing Date: March 4, 2018

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### **The Agency:**

Family Services of the North Shore is an accredited not-for-profit community-based agency committed to making a lasting and deep impact in our community through counselling, support, education and volunteer programs.

As a member of the team at Family Services of the North Shore, you will have an opportunity to experience our flexible and supportive work environment where contributions from all staff members are welcomed and valued.

### **The Job:**

You will be responsible for the oversight and management of the Agency's finances including the preparation of monthly financial statements, analysis of actuals to budget and the preparation of detailed reports for the Executive Director, the Board of Directors and other key stakeholders. You will provide sound financial planning and recommend long and short term plans of action and potential cost savings measures. You will develop and implement financial administration and control policies, standards, procedures, practices and systems. You will prepare financial reports for government contracts and grants and oversee the Agency's payroll system.

With the Executive Director, you will lead the annual budget process and presentation to the Board of Directors. You will act as a resource for Agency Directors & Managers as they manage their budgets, prepare grant applications and fulfill their contracts.

You will liaise with the Board of Directors, primarily with the Treasurer. You will serve as the staff liaison on the Audit & Finance Committee. You will evaluate financial reporting systems, accounting policies and procedures, investment activities and cash flow requirements. You will make recommendations to the Audit & Finance Committee.

You will be responsible for facilitating and supporting the Audit including preparing the summary report for the Annual Report.

You will assist the Executive Director in overseeing the annual risk management assessment for the Agency. You will oversee insurance needs for the Agency and prepare required reports. You will take the lead in ensuring the Agency continues to meet or exceed all Council on Accreditation (COA) standards for Financial Management and Risk Management. In coordination with the Director of Development, you will manage charitable compliance requirements and activities, and prepare reports required by CRA and other bodies overseeing charitable activities. You will prepare the annual filing under the Societies Act and prepare and file all necessary tax returns.

**The Candidate:**

The ideal candidate will:

- Be a CPA
- Have a minimum of 5 years of experience in a senior accounting role.
- Have knowledge of not-for-profit accounting.
- Have experience preparing budgets, financial statements & audits.
- Have experience mentoring to those who may not be well versed in financial matters.
- Have strong technical skills and significant knowledge of automated accounting systems, ideally with Sage.
- Have experience leading an accounting team.
- Be able to communicate effectively with fellow staff members, board members and key stakeholders.
- Be prepared to take on a leadership role at the Agency.

*Please respond, in confidence with cover letter and resume, to:*

*Kathleen Whyte,  
Senior Manager of Human Resources  
careers@familyservices.bc.ca*

*While we thank all applicants for their interest, only short-listed candidates will be contacted.*