



## **Niislaa Naay Healing House Society**

### **JOB POSTING**

#### **Finance Manager**

**Salary:** \$43.26-\$48.66

**Type:** Full-time permanent

**Location:** 347 Eagle Ave Old Masset

#### ***Purpose of Position:***

The Finance manager reviews and strengthens financial and accounting internal controls to ensure protection of Niislaa Naay financial affairs, providing information, specific analysis, and decision making on financial and budgeting matters.

#### ***Reporting Relationships:***

The Finance manager reports to the Health Director.

#### ***Training and Education***

- Post secondary education in business administration, finance, accounting, economics or related field is an asset.
- Professional accounting designation, CPA, CAFM or equivalent is an asset.
- Thorough knowledge of accounting practices within FN environment.
- Minimum 5 years' experience in managing complex budgets
- Minimum 5 years experience preparation of financial statements; internal auditing of transactions; accounting software; and general supervisory practices.
- Proficiency in computer systems including MS Office, Quickbooks, Ceridian, Cleardent, and Mustimuhw.
- Maintains high level of confidentiality in the handling of information and monetary transactions.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Builds trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Excellent communication skills, including the ability to negotiate and collaborate with multiple parties to reach mutually agreeable outcomes.
- Ability to guide and elevate others' financial acumen.

#### ***Knowledge, Skills, and Abilities:***

- Previous experience in community-based organization is an asset
- Must be able to meet deadlines in a fast-paced quickly changing environment
- Creative problem-solver
- Delivers message in a clear, compelling, and concise manner
- Professional level verbal and written communications skills
- Ability to work well under pressure and in changing situations
- Acknowledge the importance of a positive work environment and work to contribute to it.
- Knowledge and understanding of the Haida culture.
- Ability to work independently and within a team environment to meet deadlines.
- Successful criminal records check.
- A valid BC Driver's license and vehicle an asset.

### ***Responsibilities:***

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner.
- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal and required external financial and accounting policies and procedures.
- Ensure that all statutory requirements of the organization are met including withholding Payments (CPP, EI), Income Tax, GST,
- Prepare supporting information for the annual audit.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Create and maintain accounts payable as a paperless and electronic payment system.
- Receive, track, and report on all funding.
- Work with departments to ensure program reporting is completed.
- Manage financial accounting systems for accounts payable, accounts receivable, credit cards, and associated policies and procedures.
- Review monthly budgets and implement monthly variance reporting working with department leads.
- Prepare for and manage, and complete annual audits with accountant.
- Manage the cash flow and prepare cash flow forecasts.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation and as per Niislaa Naay Healing House Society's Finance Policy.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
- Ensure that requirements of the Society Act are adhered to.
- Assist the Health Director and the Board of Directors with financial reporting as required at Board meetings and the Annual General Meeting.
- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Health Director, Program Leads, and Human Resource and Project Manager
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements and project budgets with funders
- Maximize income where possible and appropriate.
- Other duties as required by the Health Director.

### ***Supervision and People Management***

- Acts as a member of the management team, participating in tactical management meetings
- Supervises the Finance Clerk
- Ensures that all direct reports are scheduling their workload appropriately
- Evaluates direct reports' strengths and weaknesses on an ongoing basis and provides training and coaching to build strengths via direct feedback and regular performance evaluations
- Resolves problems, issues, and complaints, as required, in accordance with appropriate procedures
- Participates in short- and long-term planning, evaluation and the annual program review

### ***How To Apply***

Are you interested in making a meaningful impact in the community? Please submit your resume with cover letter and 3 professional references to Eve Hansen at [hr@haidahealth.ca](mailto:hr@haidahealth.ca). The position will remain open until filled.

We sincerely thank all applicants for their interest in a role with Niislaa Naay Healing House. Only applicants who are selected for an interview will be contacted.