Position Description

Director of Finance

**Position Summary**

Under the direction of the Executive Director and as a member of the management team, the Director of Finance provides stewardship, oversight and management of Boys & Girls Club of Greater Victoria and Boys & Girls Clubs of Greater Victoria Foundation (together “the Agencies”) financial operations. The Director of Finance will ensure the fulfillment of contractual deliverables, including reporting requirements, and monitoring contract compliance with Agency funders and statutory bodies. This position is responsible for managing all financial operations of the Agencies and to provide accurate information to the Executive Director, Board of Directors, stakeholders and funders.

The Director of Finance has the responsibility to uphold the Boys & Girls Club of Greater Victoria’s mission: to provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life. The Director of Finance will be responsible for the effective and efficient oversight of financial resources and physical assets of the Finance department.

**Reports To**: The Executive Director or their Delegate

**Duties and responsibilities**

**Leadership**

* Oversees the accounting operations including the review of bank reconciliations, journal entries, payroll, accounts payable, accounts receivable and statutory reporting
* Oversees and monitors internal controls to ensure that accounting activities are in accordance with established legal, regulatory and organizational policies and procedures
* Oversees all budgeting, financial reporting and cash flow monitoring
* Maintains accounts and/or supervises and directs to produce and provide timely, accurate, reliable and meaningful accounting information.
* Prepares a monthly summary report of revenues and expenses, comparing actuals to budget with analysis of major variances, for presentation to the Executive Director and program managers. Makes recommendations as needed regarding expense control.
* Prepares and analyses monthly operating statements for each department and distributes to managers for their information and action
* Ensures departmental and organization staff are trained and aware of accounting systems/standards and expectations
* Assists the Executive Director with strategic and business planning
* Evaluates financial reporting systems, accounting procedures, internal control and investment activities. Makes recommendations for changes to senior management and the Executive Director.
* Manages the budget process and prepares the annual consolidated budget for the Agencies
* Ensures all statutory reporting and remittances occur on an accurate and timely basis (including all Payroll reporting, T4’s, WCB reports, GST and Annual Information Returns)
* Reviews and approves expenditures as per signing authority matrix and acts as a signing authority for the Agencies (cheques, agreements and charitable tax receipts)
* Assists and conducts special studies, make presentations and generally supports the Executive Director and Managers in financial matters
* Participates with the Executive Director and program managers in the negotiation of major service contracts, funding agreements, property and liability insurance policies, leases and similar Agency-wide agreements
* Participates in the development and management of Resource Development budgets, including revenues and expenses
* Prepares and/or contributes to the preparation of complex funding proposal budgets and grant application budgets to corporations, foundations, all levels of government, external associations and community partners
* Liaises with external organizations, regulatory agencies and governments on matters related to financial functions and reporting
* Analyzes and investigates financial plans and options to make recommendations, and/or assists managers to make recommendations about financial implications of requests ranging from major capital purchases to operating policies to studies about new programs
* Ensures sound business and financial planning, management and control and consistency with generally accepted accounting principles (GAAP)
* Coordinates preparation of financial information for the annual audits of the Agencies, including year-end account analysis, preparation of adjusting entries, preparation of detailed working papers, and preparation of year-end financial statements.
* Prepares the response to the auditor’s Audit Findings Report for the Board which includes a plan for implementation of changes to correct problems identified by the auditors
* Monitors cash flow and invests surplus funds where possible in Guaranteed Investment Certificates with Royal Bank of Canada (holder of the operations bank account).
* Board liaison for quarterly Finance Committee meetings for both Agencies – prepares agenda, distributes financial reports in advance of meeting and records minutes of the meeting. Financial reports include statements of financial position, operating statements and other reports as needed
* Board liaison for semiannual Investment Committee meetings – prepares agenda, distributes investment reports and analysis in advance of meeting and records minutes. Also acts as a liaison with Fund Investment Managers to carry out Investment Committee approved actions.
* Other duties as required or assigned

**Supervision**

* Undertake regular staff meetings with the Finance team to ensure good communication and coordination of responsibilities
* Promotes multidisciplinary and interdisciplinary practice within the management team

**Administration**

* Provides contract management regarding service suppliers and funding agreements (Provincial and Federal program funding) to ensure all financial reporting obligations are met.
* Makes recommendations to improve individual or organization accounting and management practices and/or systems
* Leads the annual agency insurance policy renewal with AON, including preparation of all supporting documents
* Requests certificate of insurances for third parties from AON
* Handles questions regarding insurance coverage
* Advises management regarding employment termination situations

**Risk Management**

* Monitors internal controls
* Troubleshoots and manages financial and operational risk to the Agency ensuring stability of systems and process within the Finance department and overall operations of the Agencies

**Qualifications**

* Chartered Professional Accountant designation
* Minimum 5 years in financial management and accounting
* Experience in the non-profit sector is considered an asset
* Sound knowledge of accounting principles, practices and applications
* Has a working knowledge of the relevant legislation, including but not limited to the Employment Standards Act and Human Resource Legislation
* Role requires demonstrated ability to lead and direct the Finance department in a multi-funded Agency
* Minimum 3 years’ experience in a supervisory capacity

**Position Skills and Competencies**

* Excellent project management skills and the ability to produce quality work within tight time frames
* Ability to summarize, interpret and synthesize complex information in a multi-funded organization
* Demonstrates ability to keep current and proactively share knowledge in the field of expertise
* Knowledge of payroll and benefits administration
* Advanced knowledge of Excel
* Advanced knowledge of accounting software databases, such as ACCPAC or Quickbooks

**Working Conditions**

* During peak periods, the Director of Finance may be required to work longer hours with the opportunity for flexibility within the schedule

**Position Information**

* Term: Permanent, full-time
* Hours: 35 hours/week
* Location: Administration Office, 301-1195 Esquimalt Road, Victoria, BC, V9A 3N6

Boys & Girls Club of Greater Victoria recognizes and respects the Lkwungen, W̱SÁNEĆ, T’sou-ke, MÁlexeŁ and Scia’new people, whose traditional territories we live and work upon each day.