

Job Posting

Competition Number:	AD-19048-AC
Type:	Internal & External Posting - 1 Year Temporary (possibly becoming permanent)
Position:	Director Finance
Location:	Vancouver, Gastown/Downtown Eastside
Hours:	Monday to Friday, 8:30 a.m. to 5:00 p.m.
Salary:	\$75-90K per annum depending on experience. A generous and comprehensive benefits package is also provided.
Deadline:	Until filled

About Us:

An exciting opportunity exists for a Director, Finance with Atira Women's Resource Society (Atira). Atira is an award-winning organization known for its inclusionary hiring practices. We offer a challenging and rewarding work environment for women passionate about ending violence against women and children. Understanding the dynamics of violence against women and children and the intersectionality of oppressions within a feminist framework and being able to apply this understanding in your day-to-day practice is mandatory.

About You:

You are a knowledgeable accountant with a CPA Designation, persistent analytical skills, ability to integrate multi-faceted information into financial reports, solid business acumen and the ability to work with various stakeholders. You have advanced Excel skills (vlookup, Pivot, complex formulation). Your experience working with Sage 300 and or within a non-profit setting sets you apart from other applicants.

About the Job:

This position is a very hands-on management position, with responsibilities ranging from data entry to strategic decision-making. Reporting to the Executive Director, Finance & Administration and working in partnership with another Director, Finance, this position will:

- Prepare and maintain the annual consolidated budget (approx.. \$40M) by working with various departments through the year
- Analyze budget variances with operational directors and implement operational changes and coordinate any necessary accounting adjustments
- Review internal control processes and analyze inter-departmental requirements to improve accounting-related procedures throughout the organization. Provide information session during Program Managers' Meetings when necessary
- Prepare financial documents required in various funding proposals
- Prepare ad hoc reports to ED Finance & Administration, CEO and other departments
- Analyze funding and grant contracts to ensure complete and accurate implementation of systems and processes to accommodate the new or added programs/services
- Prepare periodic external reports in compliance with funder and/or statutory requirements
- Oversee Payroll & Benefits functions to ensure accurate and timely employee payments
- Work with Human Resources department and Operations to ensure Payroll & Benefits processes are efficient and effective as well as to labour cost is being allocated and reported correctly
- Manage applications and documentations related to property taxes and exemption applications

- Manage the Finance/Accounting team with quarterly check-ins, periodic resource review meetings and necessary trainings when required
- Review and approve intercompany transfers
- Be part of leadership through the audit period by preparing necessary PBC documents, completing complex reconciliations and conducting thorough transaction reviews
- Working in tandem with another Director, Finance:
 - Oversee daily accounting functions leading up to monthly financial statement preparations and annual audit process
 - Analyze and reconcile subledger and GL accounts
 - Supervise and mentor accounting team of seven accountants

Additional Requisites:

- Awarding of all positions is subject to clearing a mandatory criminal records review.

Application Process:

Expressions of interest, including a current resume and a cover letter describing how you meet or exceed the above-noted qualifications, may be sent in confidence to jobs@atira.bc.ca. Resumes without a cover letter will not be considered, and all applications must include the competition number listed. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.