

**Manager of Finance  
Job Posting  
Salary Range \$60,000 - \$80,000 (CDN)**

On behalf of our client, Battered Women's Support Services (BWSS), Chemistry Consulting Group is proud to lead the search for an experienced **Manager of Finance**.

BWSS believes safety changes everything. Since 1979, BWSS has been on the frontlines with survivors of gender-based violence, providing crisis support, building systemic change, and insisting that survivors' voices shape the future. The BWSS team is collaborative and grounded in intersectional feminist, decolonial, and anti-oppression practice.

### **POSITION OVERVIEW**

The Manager of Finance is responsible for performing the bookkeeping and accounting functions for the organization. This role ensures accurate recording of all financial data and provides timely financial information through monthly and quarterly financial reports. The Manager of Finance is responsible for accounts receivable, accounts payable, compliance reporting, and the preparation of the annual audit.

### **JOB RESPONSIBILITIES**

#### **Financial**

- Oversees the preparation and maintenance of timely and accurate monthly/quarterly/year end financial statements against forecast, in accordance with generally accepted accounting principles (GAAP)
- Produces financial reports and supporting documentation for review by the Executive Director, Director of Operations, Board of Directors, and relevant committees
- Monitors cash, manage petty cash and gift cards
- Codes and records financial transactions per GAAP
- Performs monthly bank reconciliations
- Manages accounts payable: coding, processing, cheque preparation and timely payments
- Reviews expense claims and general payables for completeness, accuracy and coding
- Manages accounts receivable: billing, receiving funds and bank deposits
- Provides donation data to administrator for preparation of donation receipts
- Reconciles balance sheet accounts
- Prepares all remittances and compliance reports for reporting authorities and funders
- Compiles statutory reporting and ensures compliance with tax filings and all relevant contract and regulatory reporting
- Timely and accurate completion of the annual audit process and liaise with auditors in preparation of the annual audit
- Timely completion of year end financials
- Assists with preparation of budgets and other financial reports by providing relevant and correct documentation, accounting summaries and historical statistics
- Ensures appropriate financial systems and controls are implemented, functioning as expected and maintained throughout the organization

- Provides financial information and reports to support operational and leadership decision-making
- Prepares payroll ensuring appropriate calculations for taxable benefits and tax remittances, administer employee benefits program, prepare year-end tax slips and summary
- Supports organizational governance and risk management through effective financial oversight, reporting, and internal controls.
- Supports compliance with financial reporting requirements and internal financial procedures

## **Payroll**

- Manages the payroll function ensuring payroll is prepared and distributed accurately and on time
- Submits employee Records of Employment
- Ensures that all remittances to the government are paid correctly and in a timely manner
- Creates payroll and labour-related reports as required
- Reconciles union remittances and prepare journal entries
- Responds to Service Canada employment insurance claim verification calls and statistical reporting requirements
- Prepares annual Municipal Pension Plan reports with BC Pension Corporation
- Submits bi-weekly RRSP contributions
- Manages the employee insurance and benefits plans
- Supports HR with benefits payments
- Prepares adjusting payroll journal entries for allocations to appropriate programs
- Prepares spreadsheets/reports for payroll analysis and provides information regarding salary decisions for Executive Director
- Tracks vacation, sick leave, and other leave
- Helps staff regarding payroll related enquires
- Manages all payroll year-end reporting requirements for T4s and government remittances

## **Supervision of Staff**

- Plays an active role in recruiting and hiring of finance staff when funding allows
- Manages the co-ordination of financial assignments
- Evaluates the performance of finance staff and conduct probationary and annual reviews
- Works closely with the leadership team on policies and procedures

## **Qualifications**

- Post-secondary certification in accounting, bookkeeping
- Payroll certification or equivalent experience
- Experience in financial control methods, accounting principles and financial statement preparation
- Experience within the not-for-profit sector preferred
- Experience processing payroll within a unionized environment preferred
- Demonstrated experience in exercising independent judgment to evaluate issues and provide fully supported recommendations
- Proactively identify operational challenges and implement action plans to meet organizational goals
- Highly effective written and verbal communicator, comfortable with presenting to the Board of Directors and other levels of audience

- Must have excellent organizational skills, be a self-starter, be able to work under pressure and meet deadlines, extremely detail-oriented, thorough, precise, and able to work independently and manage/prioritize multiple projects simultaneously
- Highly motivated to work collaboratively with team members on various projects and in different capacities with a can-do attitude to get things done and done well
- Proficient in accounting software, SAGE 500, MS Office including advanced skills in Excel
- Ability to function independently and under pressure and to manage multiple projects simultaneously
- Understand compliance pertaining to reporting requirements of funders
- Ensure legislative compliance as to Employment Standards, Canada Revenue Agency and Income Tax Act regulations
- Proficiency in Charitable Societies rules and reporting requirements
- Ability to make sound decisions on matters related to the work
- Ability to perform administrative functions with limited administrative support
- Satisfactory Vulnerable Sector Criminal Record Clearance required

## **WHAT WE OFFER**

### Work Structure

- Office-based
- Typically works a five-day work week 9am to 5pm with flexibility
- Some evenings and additional days may be required during major campaigns and annual audit

### Benefits

- Extended health benefits
- Paid statutory holidays and sick leave
- Supported training and professional development
- A workplace that values your critical thinking, independence, and your voice

BWSS is committed to fostering a diverse, equitable, and inclusive workplace and encourages applications from all qualified individuals. BWSS provides accommodations for employees with disabilities to support their success in recruitment and employment.

## **TO APPLY**

To apply, please email your cover letter and resume to [hr@chemistryconsulting.ca](mailto:hr@chemistryconsulting.ca) with **Manager of Finance** in the subject line.

We appreciate all who apply, however, only those who qualify will be contacted. No phone calls please.