



NORTH SHORE  
**Crisis Services Society**

*Compassion. Solutions. Confidence.*

**JOB POSTING**

Posting date: January 14, 2019

Closing date: **February 11, 2019**

*The competition may close earlier if a suitable candidate is found*

**POSITION:** Finance Manager  
**STATUS:** Regular  
**EMPLOYEE GROUP:** Exempt  
**HOURS:** 24 Hours per week  
**START DATE:** March 18, 2019

*North Shore Crisis Services Society (NSCSS) is a non-profit organization which supports women and children fleeing abuse. Our programs include a transition house, second stage housing programs, outreach services, a homeless prevention program, a 24-hour support line, a children's counselling program and a second hand clothing program and thrift store. For more information on our society, please visit [www.nscss.net](http://www.nscss.net).*

**The Finance Manager** is a salaried senior management employee who reports directly to the Executive Director. The work location for this position is at our administration office in North Vancouver. We are looking for an experienced and professional individual who has current or recent experience in accounting and payroll.

The Finance Manager's work schedule has some flexibility but it is expected that the majority of the hours will be worked during regular office hours which is Monday to Thursday 9 am-5 pm.

**Duties and responsibilities of the position include, but are not limited to:**

- Analysis of monthly and annual financial statements and other external reports required by funding agreements.
- Responsible for A/P and A/R ensuring timeliness, accuracy of codes and appropriate backup

- Overseeing the administration of the bi-weekly payroll (ADP) for up to 40 employees in an unionized workplace
- Overseeing the administration of the employee pension plan (MPP)
- Overseeing the administration of the employee benefit plan (CSBT)
- Preparing account reconciliations and analytic working papers for annual audit filing
- Filing the annual Registered Charity Information Return
- Preparing quarterly and annual financial reports for funders and stakeholders
- Creation and maintenance of annual budgets ensuring activities are carried out in accordance to the approved budgets.
- Maintenance of recurring monthly accrual and amortization schedules and month-end journal entries.
- Performing other duties as assigned by the Executive Director

**Qualifications:**

- Minimum 2<sup>nd</sup> year CPA or equivalent degree
- Comprehensive knowledge of Sage 50 software
- Strong knowledge of payroll practices and procedures, experience working with ADP an asset
- Sound knowledge of MS Office programs, in particular Excel
- 3-5 years bookkeeping experience, preferably for non-profit organizations
- Ability to work independently and as a member of the management team

NSCSS offers a competitive compensation and health and welfare benefit package. NSCSS participates in the Municipal Pension Plan and the successful candidate may enroll when eligible.

The successful candidate may represent the Society at external and internal functions when required and must be sensitive of the issues relating to abused women and children. Consent for a criminal record check will be required.

**Please send your cover letter and resume to by email to:**

Laura Reynolds [lreynolds@nscss.net](mailto:lreynolds@nscss.net)  
 Executive Director  
 North Shore Crisis Services Society

*We thank all those who are interested in this opportunity; however, we will only contact those who have been selected for an interview. We look forward to hearing from you.*