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FINANCE MANAGER

Job Title: Finance Manager
Position type: Full-time, Permanent
Posted: March 1, 2024
Location: Vancouver, BC

JOB SUMMARY

The Financial Manager is responsible for the planning, directing, and coordinating of all accounting functions of Saint Andrew's Hall and works with the Dean and the Executive Staff to accomplish tasks. The Finance Manager will understand the mission of St. Andrew's Hall and will demonstrate experience in accounting and financial management including financial reporting, budgeting, forecasting and compliance.

KEY ACCOUNTABILITIES

- Ensure timely payment of trade invoices, payroll taxes, WorkSafe assessment, PST and Translink reporting.
- Quarterly invoicing for stipend subsidies, parking.
- November/December: preliminary audit and planning with auditors.
- January-February: draft December year-end financial statements for auditors.
- late February/early March: assist with audit.
- regular monitoring of funds for cash flow purposes.
- review monthly bank reconciliations prepared by the Accounting Assistant.
- August/September: prepare an annual budget for review with the Finance/Audit Committee and at the Board meeting in October.
- in addition to December 31 statements, unaudited statements are issued April 30 and July 31 for review by the Finance/Audit Committee and at Board meetings in June and October.
- Finance Manager and Accounting Assistant prepare all working papers to support financial statement balances.
- Work with the Dean and Treasurer to make operational decisions regarding the financial aspects of St. Andrew's Hall.
- Resource, through the Dean and Treasurer, the Finance & Audit Committee of the Board, as well as the Property Development Committee as needed regarding the budgeting for development projects.
- Attend, when invited, select portions of the SAH quarterly Board meetings to speak to the financial statements.
- Liaise, through the Dean, with financial counterparts at Vancouver School of Theology as needed.
- Coordinate with broker to renew annual Property & Liability and Directors & Officers insurance.
- manage deposits and withdrawal of funds in the PCC investment portfolio; maintain proper internal records of investment results.

St. Andrew's Hall, the Presbyterian Church in Canada College at The University of British Columbia, is located on the traditional, ancestral and unceded territory of the Musqueam people.

- manage purchase and redemption of GICs; maintain proper internal records.
- maintain employee records.
- review (4) payrolls prepared by the Accounting Assistant, process payments to employees.
- ensure monthly remittance of payroll deductions to CRA.
- January/February: review and file T4s, T4As as prepared by the Accounting Assistant.
- Provide oversight and direction to the Finance Assistant.
- Review & file annual Charity Return.
- semi-annual filing of GST rebate.
- maintain accurate records for bursary recipients.
- maintain accurate record of donations, issue charitable receipts.
- Familiarity with SAGE software and Microsoft Office products.
- Attend monthly Executive Staff meetings.

MINIMUM JOB QUALIFICATIONS

- Bachelor's degree in accounting, Finance or a related field; CPA certification preferred.
- 5+ years of finance and accounting experience, preferably in a non-profit environment.
- Proficiency with accounting software (i.e. SAGE) and open to learning new systems.
- Strong understanding of accounting principles, financial reporting, and budgeting.
- Excellent analytical, problem-solving and communication skills.
- Strong Microsoft Office skills, including Excel with a high aptitude for learning new technologies.
- Detail focused with a high degree of accuracy and a focus on data integrity.
- Ability to work independently, prioritize tasks, and meet deadlines.

ADDITIONAL INFORMATION

- **PRIMARY LOCATION:** Saint Andrew's Hall is located on the campus of The University of British Columbia in Vancouver, BC.
- **WORK ENVIRONMENT:** Saint Andrew's Hall is the Presbyterian Church in Canada college at the University of British Columbia and exercises a ministry of teaching, hospitality, and witness. As a Christian theological college, St. Andrew's Hall includes a 93-unit residence built in 1995 with significant updates in recent years. The Finance Manager will contribute to our small college environment where flexibility, warmth, kindness, patience, and cordiality are essential and valued. Our team values care and collaboration, with most staff on site Monday to Friday, 8:30 am to 4:30 pm. During busy periods of the year, full-time salaried employees may need to work longer hours and can take time off in compensation for the extra effort (e.g. audit, year-end, or budgeting seasons). The Finance Manager reports to the Dean, works closely with the Housing Manager and the Facilities Manager, and supervises the Accounting Assistant.
- **BENEFITS:** St. Andrew's Hall offers a caring work environment on a beautiful campus, development and career growth, impact and recognition, comprehensive benefits including The Presbyterian Church in Canada Pension Plan, life insurance & long-term disability, health and dental insurance, Canadian Pension Plan, Employment Insurance and WorkSafe, as well as paid vacation and sick leave.
- **SALARY RANGE:** \$80,000 to \$90,000.

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Applicants are asked to provide a resume together with a cover letter highlighting the applicant's fit with the position description, and the names, roles, and contact details of three references. **Applications should be sent electronically in confidence to Dr. Ross Lockhart, Dean of St. Andrew's Hall, deansoffice@standrews.edu with the subject line "St. Andrew's Hall Finance Manager Search."** Please include your CV and three references. Closing date for applications is at 12 pm pacific on March 27, 2024. Only those candidates selected for an interview by the Search Committee will be contacted.

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