
Job Title:	Manager, Finance & Operations
Start:	December 2023; office-based in Comox, BC with some work-from-home options.
Hours:	Permanent 80% full time; 28 hours weekly; Monday to Thursday
Salary:	\$41.20 – \$46.10 hourly equivalent commensurate with qualifications and experience

Are you naturally a collaborative leader, solutions-oriented, and finance-focused? Do you want to make a difference in your community as part of a small team of nonprofit professionals dedicated to strengthening the important work of local charities and nonprofits in the Comox Valley?

We are accepting applications for a **Manager of Finance and Operations** to join the Comox Valley Community Foundation team to fill a recent retirement vacancy. As an integral member of a dedicated, collaborative three-member staff team, the Manager reports to and works closely with the Executive Director with focus on **1) Finance, Accounting, Systems, 2) Governance Support, 3) Operations, and 4) Strategic Initiatives**. The scope of work will be managed in collaboration with the Executive Director to ensure both work-life balance and successful organizational outcomes are achieved within the hours available. This position will have an integral role in helping to shape and innovate future growth of the Foundation. Alongside the qualifications listed below, our ideal candidate will bring exceptional attention to detail, a solutions-minded approach, as well as an appreciation for making a difference in the community we serve.

RESPONSIBILITIES:

Reporting to and working in close collaboration with the Executive Director, responsibilities of the Manager include:

Finance, Accounting, Systems

- Manages the Foundation accounting structure. Manages all bank accounts and investments with the banking institution ensuring the best rate of return. Regularly monitors revenues, expenditures, and cash position. Oversees the investment management and investment reporting.
- Leads and implements annual financial planning cycle, including but not limited to reconciliations, GST reporting, fund statement reporting, T3010 charitable tax return, audit in collaboration with external auditors.
- Develops the operating budget, in conjunction with the Executive Director.
- Manages the audit plan and process, in collaboration with external auditors, ensures adequate internal controls and insurance coverage to protect agency assets and mitigate risk. Ensures that policies and procedures are adhered to. Ensures all remittances are made.
- Data entry, administration, tracking and reporting of payroll and benefits data, WorkSafe remittance, year end payroll results, and administering T4s.
- Ensures consistency, accuracy, and modern integration across financial systems, including grants management, donor database, investments, receipting, and fund accounting.
- Develops, implements, and maintains financial policies and procedures to ensure compliance with CRA registered charity reporting and receipting requirements.

- Prepares financial reports as required and to support management decisions and planning, including financial statements for management review and for the Board of Directors.
- In collaboration with administrative support, ensures all charitable receipts and donations are processed and implemented in full and in compliance.

Governance Support

- Presents financial reporting and analysis as required, attends Board meetings when requested to support the Executive Director and the Finance & Investment Committee.
- Supports onboarding and training of new Board of Directors members, particularly in areas of finance and human resources.
- In collaboration with administrative support, ensures all governance-related filings and records are accurate, up-to-date, and accessible to all directors in timely manner.

Operations

- Ensures resources, policies, and procedures are in place, up-to-date, and in compliance for efficient day-to-day operations of the organization.
- Ensures compliance standards are achieved and reported within all aspects of the operation and oversees internal procedures and controls, including but not limited to nonprofit accounting, legal, employment standards, Canada Revenue Agency, BC Societies Registry, privacy law, records management.
- Maintains all human resource activities within existing policies and procedures; supports research and policy development; manages external HR specialist contractors as required.
- Oversees technology integration, including networks, systems, subscriptions, digital workflows, cybersecurity, training, and maintenance; facilitates or delegates external IT specialist contacts as required.
- Ensures operational processes are in place to support accuracy, quality, and compliance.
- Manages facility and purchasing requirements, vendors, office equipment, and contractors related to the Foundation operating facility and its maintenance.
- Provides quarterly and annual operational reporting to track compliance and operational achievements and challenges and proposes solutions through ongoing development of policies and procedures that optimize organizational performance.
- Anticipates operating needs and recommend strategies to support organizational growth and efficiency.

Strategic Initiatives

- Assists with the development of investor relations and communications strategies that increase ease of transparency and accountability of the organization.
- Supports the advancement of community projects by providing financial management and advisory support services.
- Supports the research and writing needs of the organization related to financial policy development, ensuring alignment with Foundation values.
- Investigates operating revenue sources, including research, development, and recommending strategies.
- Supports the Executive Director and Board in the development of a long-term financial strategy to support the strategic goals of the organization.

QUALIFICATIONS

- An undergraduate degree in Business Administration, Commerce, Accounting or equivalent
- A professional accounting designation such as Chartered Professional Accountant (CPA) designation is preferred.
- A minimum of 5 years related experience in nonprofit financial management, including advanced proficiency with computerized accounting systems, reports, and payroll.
- Advanced MS-Office skills including developing financial models using MS Excel.
- Positive experience supervising and influencing direct and indirect reports, with a demonstrated ability to coach and mentor others to build skills and capacity.
- A demonstrated record of successfully leading and supporting organizational goals, projects, and mandates.
- Exemplary communication skills, both written and oral with added value of strong public communication abilities.
- A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

ABOUT COMOX VALLEY COMMUNITY FOUNDATION

At the Comox Valley Community Foundation, we are committed to fostering a respectful, inclusive, equitable, and diverse workplace which is representative of the community we serve. We are a community leader, partner, connector, and resource, bringing people and issues together to find solutions and enact positive change under the mission to connect our community to enrich life for all. Our core values of trust, compassion, inclusivity, equity, and collaboration help guide us in everything we do. We are located in beautiful Comox, British Columbia. If you share our commitment and values, please consider applying with us.

The Community Foundation office is currently located on the first floor of a building with ramp access to upper office meeting areas, with two private gender-neutral washrooms. A combination of office-based and remote work may be available when operationally appropriate. The Community Foundation is committed to providing a safe, respectful, and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.

HOW TO APPLY

Please send your application, including a brief cover letter and resume, by email to executive-director@cvcfoundation.org on or before **Friday, November 17, 2023**. The desired position start date is December 2023, but negotiable for the successful candidate.

We kindly ask for no phone calls, please. All applicants will receive email notification of their application status. We thank all applicants for their interest in the Foundation.