



South Okanagan Similkameen Brain Injury Society

Finance Manager (3rd year CPA or equivalent experience)

The South Okanagan Similkameen Brain Injury Society (SOSBIS), now a registered charity was founded in 1989 by a group of brain injury survivors and family members. Here at SOSBIS, we provide support to individuals and families who are dealing with the effects of traumatic and acquired brain injuries. We are registered under the British Columbia Non-Profit Act, which allows us to provide support to individuals and families who are living with the effects of acquired brain injury.

We are seeking an energetic and caring individual to join our Team and work along side our current Finance Manager, to prepare for a retirement. The position of Finance Manager will transfer to the new candidate following retirement in a few months.

As a member of our Senior management team, the Finance Manager is responsible for developing, maintaining, and managing the Society's financial requirements in compliance with generally accepted accounting principles. The Finance Manager reports directly to the Executive Director or designate.

The ideal candidate will have 5+ years of experience working in public accounting and/or the non-profit sector. This is an opportunity for candidates to utilize their technical and soft skills to ensure they provide a high level of internal customer service to their colleagues to ensure that SOSBIS continues to provide financial support to their clients when they need it.

Job Responsibilities:

Accounting:

- Manage and monitor all accounts payable and receivables. Ensure accurate posting of monthly journal entries.
- Verify, balance, and reconcile all bank accounts.
- Manage and plan for future funds needed from investments.
- Managing the accounting in a Fund Management environment
- In conjunction with the Executive Director & Board of Directors, prepare and manage the Society's budget.
- Complete month end accounting functions.
- Prepare financial reports for multiple departments and the Board of Directors.
- Ensure the proper maintenance of all financial records in accordance with the relevant legislation & funder expectations.

- Complete year end working papers and assist outside Auditor when required.
- Managing the Accounting in a Fund Management environment
- Oversee rent subsidy payments and reconciling database(s)
- Oversee petty cash use and payments
- Other related duties as assigned

Payroll and Benefits:

- Oversee, verify, and process all payroll as required.
- Complete payroll remittances.
- Oversee the verification, recording and payment of staff travel and expense claims
- Complete and manage remittances such as CRA, WorkSafe, Group Health Insurance, etc.
- Oversee and maintain attendance, leave and overtime records as required.
- Provide written and verbal information on employee payroll matters and Employment Standards changes, and SOSBIS Policy implications, as required.
- Administer employee benefits packages as required.

Administration:

- Prepare financial reports for various levels of government and other funders as required.
- Assist in the management and development of internal policies and procedures
- Work collaboratively with the Senior leadership team to develop necessary forms and systems for quality service delivery and accurate records.
- Participate in the planning and implementation of administrative systems
- Support colleagues to perform their duties.
- Complete and manage remittances for GST

Other Responsibilities

- Maintain a level of professional conduct and positive relations with consumer, funding sources, government representatives, professionals, and the community.
- Participate in developing specific priorities and objectives in keeping with the long-range plans of the organization.
- Provide relief and replacement for colleagues, as required.
- As delegated, carry out the duties of the Executive Director, in their absence.
- Serve on various committees, which impact our community or sector.

- Respond to emergencies, as required.
- Upgrade and develop skills and expertise, as required.
- Other responsibilities, as assigned.

Qualifications:

- Third year level of CPA or equivalent work experience.
- Minimum of five years previous accounting experience with a demonstrated ability to take on increasing responsibilities.
- Appropriate computer literacy and willingness to learn. Knowledge of various office systems and cloud computing is an asset.
- Proficient in Sage Accounting.
- Experience in the administration of a financial system of similar size utilizing Fund Accounting practices.

Other Requirements:

- Strong organizational skills
- Demonstrated ability to work under pressure and meet deadlines
- Professionalism, integrity, and ethical behaviour are expected with regard to client confidentiality and as well as matters concerning co-workers and SOSBIS
- Must possess strong people skills, experience working in team environment, be able to problem solve
- A clean driving record and a valid Class 5 Driver's License, with your own reliable transportation
- Adequately insured vehicle (vehicle allowance provided)
- Demonstrate ability to maintain and complete accounting records up to and including year-end working papers and closing in accordance with generally accepted accounting practices and standards.
- Demonstrate ability to communicate effectively, verbally and in writing
- Bondable
- Comfortable attitude towards people with differing abilities and others marginalized by society.
- Clean criminal record

Why SOBSIS?

This is an opportunity to collaborate with an incredible team of colleagues who have made a tremendous impact in the community. Many of the employees at SOBSIS have been at the organization for many years.

Job type: Full-Time Permanent – 40 hours per week

Salary: \$36/ hour \$74,880

Benefits:

Dental Care

Employee Assistance Program

Extended health care

On-site parking

Vision Care

Please send your resume to Katherine Eriksen (Cat & Mouse Recruitment) at katherine@catandmouserecruitment.ca

This role is expected to begin approximately March 2025 with mentoring from the incumbent until retirement later in 2025

We thank you for your interest, but only short-listed candidates will be contacted.