

WorkBC Employment Services – Job Posting

FINANCE MANAGER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Pemberton
Address of the Job	
Job Type	;#Full Time;#Long Term;#
Availability Requirements	;#35 hours per week;#
Level / Salary Range	\$67,000 to \$75,000 per year
Years of Experience	3-5 years
Position Area	Management
Date Job Posted	11/26/2018 12:00:00 AM
Application Deadline	12/26/2018 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/manager-of-accounting/ Applications received via email will be redirected to the website
Job Description	<p>Take your finance career to the next level by joining this dynamic and friendly organization in a leadership position as the Finance Manager. Ideal for someone with a strong finance background who is designated and has supervisory/management experience. Offering a competitive salary, extended medical/dental benefits, paid 3 weeks' vacation, and the opportunity to work with and grow along-side a team of professionals to meet the visions of the organization.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> - Provide leadership and supervision of the Finance staff. - Manage day-to-day accounting functions including accounts payable, accounts receivable and reconciliations, developing monthly financial statements and variance analysis, assisting in financial planning and reporting. - Provide professional financial management support to Program / Department Senior Management team. - Assists the Director with identifying, assessing, monitoring and reporting on financial risks and risk management. - Coordinates monthly financial review with all Program and Department Directors, reviews all Variance Analysis reports and processes adjusting entries as necessary. - Oversees and reviews the monthly general ledger reconciliation. - Assesses policies and procedures for financial reporting risks and implements internal controls to mitigate risk, including document retention, sufficient audit trails and segregation of duties. - Oversees the duties and responsibilities of all direct reports.

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	<ul style="list-style-type: none"> - Oversees the preparation of annual year-end working papers and assists the Director in the preparation of annual financial statements, schedules and notes. - Assists with the accounting and financial training to departmental directors, managers and Finance team members as required. - Keeps the Director informed of sensitive and important issues and events affecting the financial management of the organization, including the assessment and reporting of risk and liability. - Share in the planning, organizing and operation of departmental schedules and event. - Participates in annual budget/goals process and ensures adherence to the budget throughout the year. - Maintain strict confidentiality on all matters related to Finance
Accessibility	
Desired Qualifications and Experience	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - Minimum of three (3) years of related professional experience with professional accounting designation required (or nearing completion of designation considered). - Bachelor’s degree in related discipline is an asset. - Exceptional integrity and professionalism with supervisory experience and demonstrated leadership/management skills. - Advanced level computer experience with spreadsheet and database software; intermediate word processing, presentation software and accounting software (Sage Intelligence, Sage ERP or AccPac) required. - Strong communication, interpersonal and people management skills. - Ability to organize, prioritize and manage workload. - Experience in financial budget and forecasting development. - Knowledge of year-end reporting and auditing requirements an asset. - Experience with internal controls and risk mitigation. - Knowledge of fund accounting an asset. - Knowledge of consolidated financial reporting and intercompany transactions. - Experience in financial planning, financial budget development and managing complex and diverse financial reporting requirements. - Knowledge of and a commitment to General Accepted Accounting Principles (GAAP). <p><i>Additional Information: About the Role:</i></p> <ul style="list-style-type: none"> - Long-term, full-time – 35 hours per week. - Competitive salary in the range of \$67,000 to \$75,000 per year based on qualifications and experience. - Extended health and dental benefits, pension contributions and annual paid vacation. - Professional and friendly work environment in an organization that offers potential for growth and professional development. - Office located just outside of Pemberton.
Opportunity Type	<p>Ⓜ</p>