



**Canadian Mental
Health Association**
North and West Vancouver
Mental health for all

North and West Vancouver Branch
300-1835 Lonsdale Avenue
North Vancouver, British Columbia V7M 2J8
Phone: 604.987.6959 Fax: 604.980.0336

Finance Manager

CMHA NORTH AND WEST VANCOUVER

Our vision: Mentally healthy people in a healthy society

Position overview

The Finance Manager is responsible for all financial activities which includes, accounting, payroll administration, audit preparation, budgeting, financial reporting for the Association and for individual programs. The Finance Manager oversees the Accounting Department comprising of a Bookkeeper and a Part Time Office Coordinator.

Key responsibilities

- Direct and oversee the daily operation of the accounting department. Liaise with the bank, auditors, government and program agencies and insurance company.
- Oversee and lead the Accounting Department including training, managing and mentoring two direct reports.
- Lead accounting systems and provide technical training to Accounting Department and other team members.
- Prepare and analyze monthly financial statements by program compared to budgets.
- Prepare the year end audit file, and the annual budget by program in collaboration with the Executive Director.
- Oversee the payroll for 60 staff members prepared by the bookkeeper using Payworks.
- Monitor cash flow, invest surplus funds and prepare bank reconciliations.
- Prepare financial reports for agencies on contracted programs.
- Knowledge of generally accepted accounting principles and practices including Canadian accounting standards for not-for-profit organizations (“ASNPO”).
- Review and make recommendations on benefit programs including group insurance and RRSP.
- Prepare and submit government reports for Registered Charities, GST, Employer Health Tax and T5007(s) for subsidy benefits.
- Prepare financial data for CMHA’s Annual Report.
- Respond to the auditor’s management letter and make procedural adjustments where needed.
- Prepare Gaming financial reports and submit claims by program.
- Reconcile Common Area Maintenance (CAM) for our office lease and allocate a portion to our subtenant.
- Provide support and mentorship to the bookkeeper and office coordinator and monitor their performance.
- Authorize all payments by cheque or e-transfer along with the Executive Director or alternate.
- Review expenses for authorizations, documentation and correct allocations by account and program.
- Review the performance of the donor advised endowment fund.



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- Prepare materials for and attend Finance Committee meetings of the Board of Directors. Answer any questions from the Treasurer or other Board members.
- Prepare special reports and analysis by collecting, analyzing and summarizing information and trends as requested by the Executive Director or Treasurer.

Experience:

- CPA designation or equivalent with a minimum of 5 years' experience in a similar accounting and administrative position.
- Proficient with QuickBooks, with an expert level in Excel and other Microsoft Office programs.

Personal Attributes:

- Strong work ethic with good time management skills.
- Compassionate and non-judgmental demeanor.
- Remains calm and flexible in stressful or hectic work environment.
- Ability to communicate effectively both verbally and in writing.
- Demonstrated ability to coach, mentor and supervise.
- Effective listener with cross-cultural communication skills.
- Understands importance of anti-oppressive practice and professional boundaries.
- Punctual and reports problems promptly.
- Participates in professional development and educational opportunities.
- Criminal Record Check required.

This is a key position, providing professional accounting and administrative expertise for the association.

Hours of Work and Special Considerations: 35 hours per week, Monday to Friday, 9:00 AM-4:30 PM, including unpaid 30 minute lunch break and flexibility to work remotely (post covid).

Reports to: Executive Director

Salary: Negotiable, based on experience.

Benefits: 6% vacation. comprehensive extended Health and Dental benefits, including Health Spending Account and group RRSP.

How to Apply:

Please submit a cover letter and resume detailing your experience and qualifications to:

talayeh.jamshidi@cmha.bc.ca

Posting open until filled.