

DIRECTOR, FINANCE & ACCOUNTING (Permanent, Part-Time, Flexible Days/Hours)

Application deadline: August 6, 2021

Are you a CPA longing to make an impact using your strategic finance, accounting, and business expertise at an organization making a social impact? Do you thrive on the challenge and the complexity that a multi-source funded non-profit provides? Do you want to use your leadership talents to engage and inspire a dedicated team making a difference in the lives of children and youth in the province? If you've answered yes, we'd love to talk to you!

About AFABC

For more than 40 years, the Adoptive Families Association of BC (AFABC) has been dedicated to providing ground-breaking programs for families, children, and youth. We also help find families for the hundreds of children and youth in the care of the Ministry of Children and Family Development who are waiting for a permanent home.

We strive to inform, support, educate, and connect everyone in the adoption and permanency community. We welcome prospective and waiting adoptive parents and guardianship, kinship, moral, and custom adoption families, as well as those formed through legal adoption.

Our head office is located on the ancestral, unceded lands of the sə́lilwətaʔt (Tsleil-Waututh), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations. AFABC is committed to listening, learning, and participating in reconciliation.

Position Summary

This is a permanent, part-time position that offers flexibly with the number of hours per week and days worked (e.g., min. 0.6 to max. 0.8 FTE, or 21 to 29 hours/week) with the salary to match accordingly. This can be a predominately work-from-home position with the expectation of weekly visits to the office to supervise the Bookkeeper, meet with team members, and ED as needed.

Reporting to the Executive Director, the Director, Finance & Accounting liaises directly with the Treasurer of the Board, participates in Executive Finance Committee and Board meetings, and serves as a key member of the management team. This role is responsible for all aspects of AFABC's financial management, providing leadership of the department and advice to the ED and Board, while serving hands-on as the organization's accountant and supervising one full-time Bookkeeper. The role oversees the entire accounting cycle, ensuring day-to-day and month-end accounting and reporting activities are accurately completed; manages cash flow; leads the annual budgeting process; prepares budgets and reports for a wide variety of funders; ensures annual requirements for year-end financials, audits, and other deadlines are met. Building on AFABC's recent move to QuickBooks Online, the Director will introduce further efficiencies and improvements to lay a strong financial foundation for organizational growth.

Major Duties and Responsibilities

People Leadership

- Serve as an ambassador for AFABC's culture and inspire, motivate, and engage staff to improve their performance and that of others.
- Oversee the bookkeeping process and supervise the Bookkeeper by establishing annual goals, providing regular performance reviews and ongoing professional development opportunities
- Participate in organization-wide budget, strategy, and succession planning activities

Budget Preparation and Monitoring

- Lead the annual budgeting process in collaboration with the Executive Director
- Review financial results against budget with the ED, senior leadership
- Create and manage sub-budgets and reporting for provincial government contracts, BC Gaming and a variety of other funders
- Draft and present financial forecasts and models

Financial Management and Reporting

- Ensure appropriate record keeping and compliance with GAAP and Canadian Accounting standards for non-profit organizations including the timely preparation of in-house financial statements and the year-end audit
- Provide monthly and quarterly financial reports, variance analysis and forecasting, and any required departmental and program reports
- Prepare monthly fund development reports
- Other ad-hoc reporting as needed by the Executive Director, Executive Finance Committee and Board of Directors
- Oversee the preparation of all government and charity reports and ensure compliance with charitable requirements (e.g., semi-annual GST returns, annual T3010 Charity returns and related schedules, T4, T4 Summary and T4A's, BC Societies Online Annual Report,)
- Sit on the Executive Finance Committee and prepare and present financial reports/materials for review
- Provide other statistical, financial and accounting reports and surveys including reports to external funders

Banking and Investments

- Manage all banking accounts; arrange changes in signatories
- Oversee and report on the organization's short-term and long-term investments

Payroll and Benefits Administration

- Ensure success of upcoming implementation of Payworks as AFABC's Payroll and HRIS system
- Prepare semi-monthly payroll
- Conduct annual review of AFABC's benefits plan
- Provide day-to-day related administration and support for team members

Financial Controls, Insurance & Risk Management

- Manage financial risk with the ED and Executive Finance Committee
- Ensure compliance with accrediting body's (Council on Accreditation) standards related to role
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
- Regularly review and update AFABC's financial policies and procedures
- Monitor and manage working capital and cash flow to ensure enough cash resources are available for daily operations
- Review insurance coverage annually with the ED and Executive Finance Committee
- Collaborate with management team to ensure risk management policies and procedures are in place and communicated to insurance broker
- Review and coordinate insurance renewals and claims; Secure insurance certificates as needed
- Work with ED and legal advisors on all organizational contracts & correspondence

Fund Development

- Ensure donations are appropriately receipted and recorded in QuickBooks
- Reconcile CiviCRM and other donation and revenue vehicles on a monthly basis
- Work with the Development Team throughout the year to evaluate and pursue opportunities to attract additional funding to complement core funding
- Review external restrictions on donations to ensure they are appropriately tracked and documented
- Prepare budgets for grant applications and other philanthropy requests; prepare related financial reports back to funders, including Gaming

Other Support and Administration

- Prepare and file applications for government subsidy programs (ex. COVID, property tax relief) where applicable
- Additional related duties as the organization and role evolves

Minimum Qualifications and Skills

Role Specific

- Post-secondary education in business, commerce, accounting or related field, or combination education and relevant experience
- CPA designation required
- 7+ years of financial management experience including non-profit sector experience
- Familiar with non-profit/charitable contexts and the dependency on multiple funding sources- including government contracts and BC Gaming funding
- Familiar with complex expense allocation scenarios
- Familiar with Canadian accounting standards for not-for-profit organizations (ASNPO and Canadian GAAP)
- Familiar with insurance policies
- Strong working knowledge of the entire accounting process, from data-entry, to completing financial statements
- Strong working knowledge of the Registered Charity Tax reporting requirements

- Strong working knowledge of MS Office suite and bookkeeping software (Quickbooks)
- Strong working knowledge of customer relationship management databases (CRMs)

General

- Strong interpersonal and relationship building skills
- Strong written, verbal, and online communications skills
- Ability to work collaboratively with the management team towards strategic organizational goals
- Ability to represent AFABC with the highest degree of professionalism, particularly with external contacts (auditors, etc.)

AFABC is an equal opportunity employer. We are committed to creating an environment that embraces and welcomes individuals' uniqueness by valuing and respecting their talents, skills, and abilities to the benefit of the collective whole. We recruit, employ, train, compensate and promote regardless of race, religion, colour, place of origin, sex, sexual orientation, disability, age, and any other protected ground under The BC Human Rights Code. At AFABC, all qualified applicants will receive consideration for employment.