



McLaren Housing Society of British Columbia

POSITIVE HOUSING FOR POSITIVE PEOPLE

McLaren Housing Society of B.C. Finance Manager

Introduction

Founded in 1987 McLaren Housing Society of B.C. was the first HIV/AIDS housing provider in Canada. From a private home offering accommodation to five people the organization has expanded to provide a variety of innovative affordable housing options and support services to more than 300 individuals and families in Vancouver and the Lower Mainland.

Under the general direction of the Executive Director, the Finance Manager is responsible for the organizations daily financial management in accordance with B.C. Housing, Vancouver Coastal Health, government and individual grant funders using generally accepted accounting standards. As a member of the Senior Management Team with the Executive Director and two Program Managers this position includes additional management responsibilities as required.

Responsibilities

Financial

- Oversee the financial management systems and practices to ensure the organization's established financial management policies, practices and internal controls are followed.
- Manage financial filing systems, both electronic and hard copy, for adequate record keeping purposes.
- Manage the organization's accounting records and journal entries using accounting software (Sage).
- Maintain day to day operations such as; monthly financials, accounts payable and receivable, petty cash and expense payments, rent reconciliations, and rental and housing subsidy management.
- Manage income records and expense allocations, accounts payable/receivable, reconciliations and monitor budgets and cash flow.
- Supervise the processing of bi-weekly payroll through payroll services.
- Process all government reports related to payroll including EHT, CRA filings, T4, WCB, EI and ROE.
- Provide monthly and yearly reports to the Executive Director and the Executive Committee of the Board of Directors.
- Prepare annual budgets, in consultation with the Executive Director, for the Board of Directors review and approval.
- Prepare all working papers for the year-end audit and liaise with the society auditor until completion.
- Demonstrate initiative to identify financial issues and seek solutions.
- Communicate effectively with other staff including the preparation of various financial reports as requested and assist the Executive Director in the preparation of funding proposals.
- Ensure that all the regulated filings and documentation for all legislative requirements are met in a timely fashion and provide timely and accurate financial reports to funders.



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Qualifications

- Accounting degree/diploma with professional accounting designation (i.e. CMA, CGA or CA) is desirable.
- Three to five years progressive financial management experience, preferably in the not for profit sector.
- Thorough understanding of BC Housing financial reporting requirements and working knowledge of rent subsidy programs
- Excellent computer skills with experience in accounting software (Sage/Simply Accounting, and Microsoft Office (Excel, Word).
- Knowledge of GAAP.
- Experience in preparing financial statements and reports.
- Experience in financial planning, analysis and reporting, including budgeting, forecasting and program performance analysis.
- Experience in developing and implementing effective internal controls and knowledge of federal and provincial tax regulations affecting charities and other relevant legislation.
- Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Ability to deal with non-routine situations in a calm yet decisive manner.
- Capacity to work in a self-directed manner, to take initiative and be flexible
- Comfortable working with a diverse population.
- Ability to maintain confidentiality of all matters related to staff, participants and the agency.
- Establish a positive working relationship with others both internally, externally and in a team environment.
- Ability to communicate effectively, both written and oral, with co-workers, community agencies, funders, the Management Team, and the Board of Directors to support a strong culture of collaboration and accountability.

McLaren Housing Society offers a competitive salary in the range of \$70,000 - \$75,000 commensurate with experience and hours worked in addition to a comprehensive benefits package.

Interested and suitably qualified applicants are invited to submit a cover letter and resume in Word or PDF format to jobs@mclarenhousing.org or by fax to 604-669-4092. Closing date is Friday October 16th 2020 at 12 noon.

Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

McLaren Housing Society of B.C. is committed to providing housing and support services for individuals and families living with HIV/AIDS, and to increase the opportunity for improved health, wellness, independent living and sense of community.

Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

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Charitable Registration 10768 3328 RR0001



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